

## IMPERIAL COMMUNITY COLLEGE DISTRICT

### CLASS TITLE: SYSTEMS ANALYST

#### BASIC FUNCTION:

The Systems Analyst reviews, analyzes, and upgrades systems and processes related to campus administrative management systems. They report, analyze, and interpret data, and develop recommendations and present summary findings to College leadership and department personnel. The Systems Analyst will serve as the data collecting and reporting liaison between Information Technology and other campus departments related to the campus ERP systems.

#### REPRESENTATIVE DUTIES:

Create and run reports from campus ERP system using the operational data store (ODS) and enterprise reporting tools. Work with stakeholders to develop and implement new reporting tools and automate processes. Document appropriate procedures, instructions, and rules to share knowledge and create standards. Maintain and/or create process documentation for business specifications.

Serve as ERP subject matter expert in coordination with campus departments. Liaison between Application Services and other departments to design, document, test, and implement system changes. Maintain effective contact with end users from various departments to discuss and

