



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Senior Process Analyst
JOB CODE: W-036
CLASSIFICATION: Exempt
SALARY BAND: C
BARGAINING UNIT: ESMAB
REPORTS TO: Department Director or ~~designee~~ Designee
CONTRACT YEAR: Twelve Months

POSITION GOAL: To ensure processes and systems are aligned by serving as the liaison between functional users and the technology division and/or other division(s), designing processes, and configuring the system to accommodate designed processes. Provide continuing analytical services to identify changes in work practices, requirements for technology applications, and implementation of associated system changes.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Senior Process Analyst shall carry out the essential performance responsibilities listed below.

- Supervise staff as assigned in the performance of job duties.
- ~~assist~~ Assist management in developing processes which support implementation of work practices, District policies, legal and fiscal/budget requirements, administration of collective bargaining agreements, and personnel administration.
- ~~analyze~~ Analyze current work processes in the area of responsibility to assess compatibility with the system.
- ~~provide~~ Provide support to appropriate work area(s) in understanding work processes and their interaction with the system.
- ~~identify~~ Identify work process issues, document system user's needs and problems.
- ~~research~~ Research and evaluate possible software solutions, and design and implement appropriate corrective actions.
- ~~coordinate~~ Coordinate District initiatives involving any changes/upgrades with pertinent departments/locations, ~~District initiatives involving any changes/upgrades and directing consultants,~~ as necessary.
- ~~document~~ Document each new or changed work process procedure, report, service or utility.
- ~~design~~ Design solutions necessary to develop or add new functions within the system or work environment.
- ~~evaluate~~ Evaluate, trouble-shoot and recommend security accesses for users.
- ~~optimize~~ Optimize current work processes by adapting to new functionality in the system or work environment.
- ~~articulate~~ Articulate users need to the development team and take ownership of development work performed.
- ~~lead~~ Lead and coordinate the planning, analyzing, testing and implementation of new releases, patches and maintenance for applicable modules or situations.
- ~~assist~~ Assist in the design of training material and assessment of training needs based upon work process changes and enhancements to existing systems.
- ~~coordinate~~ Coordinate system training ~~on the system to~~ with end users and project team staff.
- ~~assist~~ Assist in ensuring that the District remains in compliance with external requirements and internal policies by remaining current with State/Federal regulations and system technologies in the applicable functional area.
- ~~assume~~ Assume responsibility for all priorities and projects that assist in achieving the District's Strategic Plan.
- ~~perform~~ Perform and promote all activities in compliance with the equal employment and non-discrimination ~~non-discrimination~~ policies of The School Board of Broward County, Florida.
- ~~participate~~ Participate in the training programs offered to enhance the individual's skills and proficiency related to the job responsibilities.
- ~~review~~ Review current developments, literature and technical sources of information related to job responsibilities.
- ~~ensure~~ Ensure adherence to ~~good~~ safety rules and procedures.
- ~~follow~~ Follow federal and state laws, as well as School Board policies.
- ~~perform~~ Perform other duties as assigned by the ~~director~~ immediate supervisor or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution ~~in computer science, mathematics or related field.~~
- ~~Minimum~~ A minimum of seven (7) years, with the last twelve (12) years, of increasingly responsible experience and/or training in the field related to the title of the position.
- Knowledge of standard practices, processes, principles, State and Federal regulations in the applicable functional area.
- Must possess excellent written and oral communication skills.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Bilingual skills ~~preferred.~~

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Frequently works with functional users at all levels and applicable staff to obtain input and understanding of their work processes and needs; periodically works with senior management on specific design issues, evaluate possible solutions and design, and implement appropriate corrective actions.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 1/22/14

Board Adopted: 2/19/14