



Office of Human Resources & Employee Relations

ANNOUNCEMENT OF CLASSIFIED POSITION

POSITION: **Technical Analyst** **RN 17-37**
(Enrollment Services) **Full time, 12 months**

WORK SCHEDULE: **Monday – Thursday: 8:30am – 6:00pm and Friday: 7:30am-11:30am**
(40 hrs. per week, schedule to be determined by supervisor depending on department needs and College hours of operation)

SALARY: **Range 17, \$4,037.73/mo. + benefits**

DEADLINE: **October 20, 2017**

START DATE: **November 14, 2017**

BASIC FUNCTION:

Under the direction of an assigned divisional or departmental supervisor, responsible at varying levels for the analysis, modification, and maintenance of application programs and software solutions including databases to meet user and organizational information needs. Position is responsible for research and analysis of data using multiple platforms to provide statistical data for program area development. Position uses program area functional expertise to formulate solutions to procedural challenges. Positions in this classification may reside in Information Technology Services (ITS) or in other campus departments or divisions. Performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Analyzes user system and application needs, determines and evaluates solutions and approaches to meeting those needs and selects the optimal solution (E)
- Consults with users to identify and document software/systems needs, work flow issues and reporting output needs (E)
- Develops, designs and researches solutions for user needs (E)
- Evaluates and troubleshoots software processes and programs (E)
- Coordinates with ITS to ensure system integrity and efficiency through system testing (E)
- Coordinates with ITS to design application programs to meet user requirements that optimize the use of available resources (E)
- Coordinates with ITS to design and develop user-friendly interfaces to systems, applications and databases (E)
- Recommends modifications to software to meet user needs (E)
- Acts as liaison between users, ITS and software vendors (E)
- Applies consultative skills to assess user needs and communicate technology systems and solutions (E)
- Researches and evaluates the functionality of vendor software to meet user needs (E)
- Verifies, formats and reviews data acquisition and output media to ensure accuracy of information generated for State mandated reports (E)
- Develops implementation plans for utilizing/updating existing and new system processes (E)
- Creates, maintains and distributes documentation and data dictionary for training users to ensure accurate and efficient use of software programs (E)
- Coordinates with administration, ITS and department to establish and administer policies and standards for procedures for strategic planning, data analysis and data element standardization and for department (E)
- Coordinates with ITS and various departments to monitor, analyze, verify data and make corrections to ensure data integrity (E)

Annual Security Report is provided by Antelope Valley College for prospective students and employees.
A copy of this report is available <http://www.avc.edu/administration/police/>

REPRESENTATIVE DUTIES (Continued):

- Identifies and coordinate with ITS to resolve software/hardware interface problems, data requirements and access methods (E)
- Interviews and selects student assistants and other part-time support staff; trains and oversees hourly and student workers; assigns and directs work and instructs such assistants in work procedures (E)
- Researches and analyzes data using multiple platforms to provide statistical data for program development (E)
- Writes and performs queries and data analysis (E)
- Provides information regarding program requirements (E)
- Interprets policies, rules and procedures (E)
- Attends meetings and conferences for purposes of enhancing knowledge base on information technology system (E)
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation with an Associate's degree, preferably in computer science or business, or equivalent training and three years of applied experience. A basic foundation of knowledge and skills in applications database and system / data analysis is necessary. Foundation knowledge and skills may include standard systems analysis techniques and specialization in a specific department or area.

KNOWLEDGE OF:

- Formal data flow analysis methodologies
- Campus-defined systems, applications and standards
- System/equipment capability, design restrictions and security requirements
- Network connectivity, integration, configuration and protocols
- Integrated systems including operations systems, applications and databases
- Client/server technologies
- Technical and vendor documentation for database systems and related programs
- Data structure design, relational database design and file structures

ABILITY TO:

- Identify hardware/software problems
- Maintain current knowledge of program requirements, regulations and restrictions
- Communicate effectively
- Work confidentially with discretion
- Meet schedules and time lines
- Complete work with many interruptions
- Establish and maintain cooperative and effective working relationships with others
- Maintain records and prepare reports
- Understand and follow oral and written directions
- Use database tools to generate reports and perform data analysis

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides work direction to student and hourly workers as assigned

CONTACTS: Co-workers, other departmental staff, IT programmers, and vendors

PHYSICAL EFFORT:

- Requires the ability to exert some physical effort, such as walking, standing and light lifting
- Minimal dexterity in the use of fingers, limbs and body in the operation of office equipment
- Tasks require extended periods of time at a keyboard

WORKING CONDITIONS:

Normal office environment

APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, all of the following documents must be submitted no later than 6:00pm Mon-Thurs and 11:30am on Fridays of the deadline date.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College *Classified Application*
2. Cover letter (addressing your interest and qualifications)
3. Résumé
4. **Transcripts:**
 - a. Official documents will be required if the candidate is offered the position.
 - b. Transcripts* of **ALL** college work that supports and substantiates the requirements of the position. Transcripts must include verification of degrees conferred: **Associate's, Bachelor's, Master's degree or Doctorate** from an accredited institution. **If transcripts are not submitted for a noted degree the application will be considered incomplete and will not move forward in the recruitment process**
***Note:** Any degree from a country other than the U.S., including Great Britain and Canada, must be evaluated by a professional evaluation service. For more information please go to: <http://www.avc.edu/administration/hr/employment.html>
 - c. Submit transcripts of **ALL** college-level coursework as required (unofficial transcripts or photocopies will be accepted to establish the application file).
 - d. If coursework was obtained through a non-traditional college setting, please submit certificates.
 - e. The application must be filled out completely and signed. Do not indicate "See Résumé" on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted
 - f. No copies of degree/diplomas will be accepted as proof of college education.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office and must be returned to:



**Office of Human Resources
3041 West Avenue K
Lancaster CA 93536
(661) 722-6311**

**Office hours: Monday-Thursday (7:30 am – 6:00 pm)
Friday: (7:30 am – 11:30 am)**

Faxed or emailed materials cannot be accepted.

Unsolicited materials will not be included. Postmarks will not be accepted

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations. Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

*Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.
Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.*

AVC is an equal opportunity employer