JOB TITLE: BUSINESS SYSTEMS SPECIALIST II

REPORTS TO: **Payroll Manager**
SUPERVISES: **No supervisory responsibilities**

DEFINITION:

Develop, maintain, repair, and operate database systems to facilitate data processing and production functions. Perform specialized and complex computer operations that generate and print a variety of fiscal forms and documents including accounts payables, purchase orders, warrants, payroll and absence tracking. Maintain peripheral equipment related to printing functions. Provide training and technical support to SLOCOE and local district staff regarding data software operations and other assigned technology functions. Perform upgrades, maintenance, and setup of assigned software programs.

QUALIFICATIONS:

Required:
1. High school diploma or equivalent and the equivalent of two years college-level course work.
2. Three years increasingly responsible experience in the field of data processing and computer operations including work with fiscal forms and documents (one year experience may be substituted by one additional year of college coursework).
3. Federal Bureau of Investigation and California Department of Justice fingerprint clearance as required by California Education Code.

Desired:
1. Public school or County Office experience.
2. AA degree in related field.
3. Harris/QSS software experience.

KNOWLEDGE AND ABILITY:

1. Knowledge of the set up and administration of multi-user systems and data processing operations, services and terminology.
2. Knowledge of principles, methods and procedures of operating mainframe and personal computers, software, and peripheral equipment.
3. Knowledge of data control procedures and data entry operations.
4. Knowledge of principles and practices of data processing.
5. Knowledge of operations and activities involved in the development, maintenance, repair and operation of database systems.
6. Knowledge of computerized data collection, management, manipulation and distribution requirements for analysis and reporting functions.
7. Knowledge of computer data processing systems and software applications utilized by SLOCOE.
8. Knowledge of principles, practices and methods of database structures, system design, and application systems.
9. Knowledge of proper methods, techniques, materials, tools and equipment used in the installation, modification, maintenance and repair of hardware and software related to database systems.
10. Knowledge of record-keeping and report preparation techniques.
11. Ability to communicate effectively both verbally and in writing.
12. Ability to maintain accurate records.
13. Ability to coordinate, develop and implement computer system modification and data processing, management, production and printing projects.
14. Ability to troubleshoot, diagnose and resolve computer system malfunctions and problems.
15. Ability to learn applicable software, including spreadsheets and database systems.
16. Ability to key data, numbers, and letters with complete accuracy.
17. Ability to maintain regular and reliable attendance.
18. Ability to work independently, prioritize and manage multiple tasks and effectively apply time

management skills.

19. Ability to establish and maintain positive and effective working relationships with diverse populations.
20. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
21. Ability to exercise sound judgments and decisions and evaluate the results of those judgments and decisions.
22. Ability to deal with problems or issues involving several concrete variables in standardized situations.

ESSENTIAL FUNCTIONS:

1. Develop, maintain, repair, and operate database systems to facilitate the collection, processing, management, manipulation, reporting, printing and production of computerized data used for analysis. Ensure activities comply with established standards, requirements, laws, regulations, policies and procedures. Perform specialized and complex computer operations involved in generating and printing a variety of fiscal forms and documents. Utilize mainframe and personal computers and peripheral equipment to input, scan and provide links to data and generate computerized forms and documents.
2. Serve as a technical resource to SLOCOE and district personnel concerning the operation of designated computer software. Respond to inquiries and provide technical information concerning related techniques, requirements, practices and procedures. Conduct one-on-one or group trainings on set-up and usage of assigned database software, encompassing position control, absence tracking, payroll, master files, purchase orders, print files, and more.
3. Investigate reports of software issues and/or malfunctions. Resolve issues or report them to software manufacturer for resolution.
4. Monitor database systems to meet SLOCOE and school district needs. Perform upgrades to assigned software systems. Install new programs and inform districts when updates or modifications to the systems have occurred. Implement new software modules when appropriate. Troubleshoot new upgrades and modules, research and correct errors when needed.
5. Print and process a variety of paper forms including accounts payable warrants, payroll warrants and notice of deposit forms, purchase orders, W2s, 1099s, leave requests, and various related reports according to established time lines and procedures. Initiate queries, compile information and manipulate data. Maintain peripheral equipment related to printing duties.
6. Prepare data and materials for processing. Establish and maintain project time lines and priorities. Review input and output data and completed production jobs for accuracy, completeness and compliance with established standards and requirements. Prepare completed production jobs for distribution to appropriate agencies or personnel. Ensure projects are completed according to established time lines. Distribute completed projects to appropriate staff.
7. Maintain logs and records related to warrants, audits and assigned activities. Input data, initiate queries and generate computerized reports related to personnel, voluntary deductions, payroll and benefits.
8. Maintain data integrity. Utilize the personnel downloader and provide print job support.
9. Troubleshoot problems on data equipment including printers, folder/sealers, tape drives, consoles, and operator PCs, and call for repairs if needed. Replace toner cartridges and fusers. Order and maintain inventory of supplies and equipment. Research, analyze, and provide recommendations concerning hardware and software purchases and upgrades. Confer with vendors, contractors and other outside agencies concerning system modifications, malfunctions and new programs.
10. Provide technical information and assistance to the Assistant Superintendent, Business Services concerning database systems and related needs, functions and activities. Assist in the formulation and development of policies, procedures and programs.
11. Performs maintenance of payroll tax tables, retirement rate tables, and SACS validations tables in business systems software (ie: Harris/QSS/Escape).
12. Create, modify and terminate user accounts in accordance with data and security procedures.
13. Update and maintain data web pages and web-based calendars. Scan forms and documents such as California Department of Education General Bulletins and leave slips for website inclusion and archiving.
14. Develop and generate forms, notices, flyers, booklets and logs. Maintain procedural handbooks for data processing.

15. Communicate with SLOCOE personnel and outside agencies (e.g. local school districts) to exchange information, coordinate activities and resolve issues or concerns.
16. Distribute business systems software training announcements to COE and school district personnel. Process any needed registration information and payment to business systems software vendors as applicable. Attend user group meetings, workshops, conferences, and classes to increase professional knowledge. Stay abreast of new technologies and software.
17. Handle confidential information and materials with complete security.
18. Perform other duties as required within the scope and skill level of the classification.

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
1. Dexterity of hands and fingers to operate computer equipment.
2. Seeing to view a computer monitor and read a variety of materials.
3. Hearing and speaking to exchange information.
4. Sitting or standing for extended periods of time.
5. Bending at the waist, kneeling or crouching to retrieve materials.
6. Physical agility to lift approximately 25 pounds to shoulder height and 50 pounds to waist height.
7. Lifting, carrying, pushing or pulling heavy objects.

HAZARDS:
1. Exposure to high decibel sounds.
2. Working around machinery with moving parts.

Grade Allocation: 42
Adopted: 7/20/2016
Revised: 4/1/2019, 5/27/2020