long
beach
unified
school
district

SYSTEMS ANALYST – CICS/COBOL

JOB SUMMARY

Under general direction, develop, modify, test and implement the District's mainframe based business software application systems; develop and provide user training on application systems; query, extract, manipulate and analyze data; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Evaluate user requests and needs for new or modified mainframe application systems used in the daily operation of schools and departments such as business software applications and related systems. *E*
- Perform feasibility studies to determine appropriate resolution of user needs, compatibility with current systems and computer capabilities and cost and time required; evaluate requests for modifications to determine specific tasks and effects on existing programs and systems. *E*
- Create project specifications based on user objectives; meet with end users to discuss design and requirements. *E*
- Develop software and enhancements based on specifications including design of DB2 relational database structure, definitions of data elements and logical steps for coding CICS, COBOL, batch and JavaScript on a mainframe; run tests, correct errors and confer with users to evaluate results. *E*
- Develop and write documentation for in-house and third-party software programs to describe program development, logic, coding, updates and corrections; design, develop and maintain HTML interfaces. *E*
- Analyze DB2 database records to support daily operations; create, maintain and monitor batch jobs; design data input and output forms. *E*
- Write and execute DB2 queries to verify integrity of data; analyze input and output data, file contents, reports and source code to identify and resolve user issues; assure database backups are performed. *E*
- Debug production errors in CICS, COBOL, batch and JavaScript processes reported by users and recommend appropriate corrections. *E*
- Troubleshoot user operating issues and test possible solutions; contact software vendors as necessary to troubleshoot operating issues. *E*
- Maintain a variety of records and files related to assigned activities; extract and prepare data for a variety of reports. *E*

- Develop and provide individual and group training on application systems; demonstrate computer programs; develop training and reference manuals, procedural guides and materials. *E*
- Provide technical expertise and information to Information Services management regarding assigned functions and participate in the formulation of policies, procedures and programs; advise management of unusual trends or problems and recommend appropriate corrective action. *E*
- Prepare and maintain project status reports and track activities in a work management system modify projects and adjust efforts to meet management and department priorities and goals. *E*
- Attend and participate in a variety of meetings to maintain current knowledge of technological advances in the field; learn new operating systems, utilities and programming languages and remain current with evolving computer technologies. *E*
- Participate in the evaluation and testing of software applications for purchase by the District; provide recommendations to management regarding the purchase of new applications. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work and visit sites. *E*
- Provide support to other departments regarding specialized software needs and computerized systems as assigned; provide work direction to consultants and temporary employees as assigned.
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Systems Analyst – CICS/COBOL applies a thorough knowledge of CICS, COBOL, batch and JavaScript programming techniques and computer system capacity in designing, selecting and modifying software programs to provide effective service to users of the District's business software application systems and related DB2 databases. Incumbents identify and resolve user issues related to computer applications and provide training to end-users.

EMPLOYMENT STANDARDS

Knowledge of:

Principles, practices and techniques of computer programming in CICS, COBOL, batch and JavaScript on a mainframe environment with an emphasis on business systems including payroll, benefits, and retirement processing.
Computer hardware systems, software applications, databases and programming languages utilized by the District such as JavaScript, COBOL, CICS, and DB2.
Principles and techniques of systems analysis.
Relational database design, support and manipulation.

Database query, interface and web-multimedia design.
User interface issues, navigation and computer software architecture.
Documentation methods for programs, files and databases.
Oral and written communication skills.
Technical aspects of field of specialty.
Mathematical computations.

Ability to:

Develop, modify, test and implement the District's business software applications and related CICS, COBOL, batch and JavaScript systems.
Create software and data specifications based on user objectives.
Develop code in a consistent manner with proper supporting documentation.
Perform systems analysis.
Write new and revised technical documentation to support software including manuals and user guides.
Analyze and detect errors in data and program structure, logic and coding.
Test and debug programs for accuracy and reliability.
Analyze DB2 database records to support operations.
Develop and provide individual and group training on application systems.
Analyze situations accurately and adopt an effective course of action.
Create and utilize forms for data collection.
Apply web programming languages and technologies.
Learn and transition to new technology quickly and easily.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Prepare and deliver oral presentations.
Maintain confidentiality of sensitive and privileged information.
Work independently with little direction.
Maintain current knowledge of technological advances in the field.
Adjust to changing priorities and work assignments.
Communicate effectively both orally and in writing.

Education and Training:

Bachelor's degree in computer science, information technology, business administration, finance, accounting or a closely related field.

Experience:

Three years of experience in applications systems, programming, testing, modification and maintenance of CICS, COBOL, batch and JavaScript based systems on a mainframe. Experience working with financial or payroll systems is preferred.

Two years of additional experience may be substituted for two years of higher education.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this class require the use of personal automobile and possession of a valid California class C driver's license.

WORKING ENVIRONMENT

Office environment.
Extended viewing of a computer monitor.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information and make presentations.
Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 6/14/2007
Revised: 5/11/2017
Revised: 9/28/2017