

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Financial Aid Systems Analyst

Unit: Supervisory and Professional

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Job Code: D1216

Original Date: 11/2025

Last Revision: 11/2025

Staff Type: Classified

FLSA status: Exempt

Salary Range: 08

DEFINITION

Under the direction of the Manager, Applications Development, or assigned manager, work with business departments using systems analysis techniques to identify computer programs and financial aid functional specifications, provide technical guidance and assistance to identify data, data privacy, security vulnerability and application problems, document requirements for student financial aid application enhancements or fixes, develop project plans and work tasks, develop test plans, and perform program testing and training related to financial aid reporting and others; develop end-user documentation using standard systems analysis techniques and project management methodologies; and develop, document, and modify computer programs and systems based on financial aid specifications required by the District.

DISTINGUISHING CHARACTERISTICS

This position is responsible for the more complex and difficult aspects of a specific technical area of financial aid systems and programs and is the primary technical contact for planning, coordinating, and reporting the progress of all technical work and projects that are related to financial aid for end user departments. This position requires considerable knowledge of the district's functional business units and job functions, as well as the technical architecture, security, and student data privacy protection acts. This classification often performs work independently and has the authority to make commitments and take responsibility for such decisions related to the specifications required by the district for student financial aid reporting at the state and federal level, as well as the development, analysis, testing, and modification of computer programs and systems.

EXAMPLE OF DUTIES

1. Diagnose and resolve data and application issues with both Information Technology technical staff and end-user departments. Use systems analysis techniques related to financial aid modules to determine the specifications required by end-user departments for computer systems and programs.
2. Assist clients with developing functional and technical requirements for state and federal reporting and systems fixes and enhancements. Develop test plans, coordinate test data, and manage the implementation of software programs and applied patches.
3. Lead a team of technical analysts and programmers in the development and maintenance of new financial aid requirements, including application documentation for end users and technical staff, and provide end-user training as necessary.
4. Maintain project plans and provide ongoing reports to managers and end-user departments.
5. Respond to reporting inquiries from primary department of support, end-user departments, and/or external agencies at the state and federal level.
6. Lead and maintain effective working relationships with vendors, client administrators, and Information Technology staff and meet with each on a regular basis to ensure work progress and identify as early as possible any issues or impediments that need to be escalated for resolution.

7. Oversee all federal, State, county, city, or business data transfers and reporting; manage and provide status reporting for all mandated and State Chancellor's Office data submission tasks and assignments; communicate with system owners and management on reporting and data submission activity.
8. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- District organization, operations, policies, and objectives.
- Federal and state regulations on student financial aid.
- Oral and written communication skills.
- PeopleSoft administrative systems and Oracle database technology.
- Principles and practices of system design, development, implementation, and user support.
- Principles of training and communication.
- Project management methodologies, software and task and timeline management. System backup and restore procedures.
- Security standards, data protection and financial data privacy acts.
- FERPA, GLBA & HIPAA protection acts and standards related to students' data.

Skills and Abilities:

- Analyze problems and take corrective action in a professional manner.
- Apply systems analysis techniques and procedures to identify financial aid specifications and develop end-user documentation.
- Communicate effectively both orally and in writing.
- Coordinate projects, goals, and work assignments among Information Technology and end-user departments.
- Develop financial aid reporting standards for the operation of ERP systems.
- Document functional requirements for ERP patches and system fixes and enhancements.
- Establish and maintain effective work relationships with others.
- Maintain student financial records and prepare reports.
- Provide technical guidance and assistance to identify data, security vulnerability, data protection and application problems.
- Work independently and set priorities.

Training and Experience:

- Any combination of training and experience equivalent to a bachelor's degree in computer science or data Processing. Equivalent experience should include a minimum of 3 years application programming or software systems design and end user support.

WORKING CONDITIONS

Physical Requirements:

- Category III: Lift heavy objects up to 50 lbs. Climbing and manual dexterity required for cabling and installing electronic components.

Environment:

- Potential electrical hazards exist if precautions are not observed.