

IT Technical Job Classification

IT Job Title: Application Systems Analyst / Systems Analyst

State Job Title:

Classification: T710

Pay Grade:

Job Summary

Under general supervision this position is responsible for the specifications, design and implementation of Administrative systems or purchased applications. He or she is responsible for supporting the university offices in training users on new systems or applications and resolving system related problems. Helps in the writing of "Requests for Proposals" on application software.

Essential Duties:

- Under general supervision, develops the specifications and designs files and system specifications for in house or purchased applications.
- Works with user offices to define user requirements.
- Documents the specifications and provides technical support and consultation to user offices.
- Coordinates all system specifications with the programming group and other system analysts as required.
- Performs the evaluation of user requirements and setting specifications for new systems or vendor applications.
- Analyzes data flow requirements and hardware architecture to implement the system.
- Makes presentations as required to various university offices and IT Management
- Evaluates system malfunctions and performs maintenance as required.
- Works with other technical specialists and subordinates to solve problems.
- Prepares technical progress reports; documents system specifications such as file layouts, written program specifications and logic/process flow charts.
- Attends Seminars or workshops and vendor training classes as required to maintain his or her technical skills.
- Makes user or management presentations as required
- Performs other work assignments as requested

Education

A Bachelor's degree in Computer Science or Information Systems or a related field with 5 years of programming experience is required and a Master's degree is preferred.

Experience

Three to five years of application development and programming is required. Understands file maintenance concepts. Must be able to work well with upper university and IT management including user offices

Leadership

May be required to coordinate the work of one or more programmers.