APPLICATIONS ANALYST

FC: IC140　　　　　　　　　　　　　　　　　　　　　　PC:　880
PB: 05　　　　　　　　　　　　　　　　　　　　　　　　BU:　31
　　　　　　　　　　　　　　　　　　　　　Revised: August 14, 2000

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Designs, writes, and prepares documentation, on-line tutorials and help files for new or modified information systems applications; performs quality assurance and quality control testing of new or modified applications; prepares a variety of technical reports on findings for use by higher level applications analyst staff; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the full journey level class within the Applications Analyst series. Employees within this class perform the full range of duties as assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Applications Analyst in that the latter possesses a specialized, technical or functional expertise within the area of assignment or may exercise lead supervision over assigned lower level staff.

REPORTS TO

This position reports to the Manager of Information Systems.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Designs, writes and prepares documentation, on-line tutorials and help files for new or modified information systems utilizing various software applications and languages.

2. Assists in designing and developing new systems application or appropriate changes; performs quality assurance and quality control testing of new or modified systems applications; corrects functional problems and re-tests before implementation.

3. Evaluates system effectiveness after installation; recommends enhancements as needed.

4. Prepares a variety of technical reports on findings for use by higher level applications analyst staff.

5. Assists in troubleshooting various operating and application system problems; determines if problems are hardware or software related; takes appropriate action to correct problem.

6. Participates on joint applications development teams; provides support and documentation.

7. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of information systems.

8. Stays abreast of software and hardware improvements and modifications; assesses their application to District operations.

QUALIFICATIONS

Knowledge of:
Basic principles and practices of information systems application design.
Mainframe computer hardware and software products and operating principles.
Principles and procedures of information system applications testing and modification.
Rapid application development and prototyping.
Personal computer operating systems.
Client/server architecture.
A variety of software applications and languages.
Methods and techniques used to create on-line tutorials and help files for information systems.
Principles of business letter writing and basic report preparation.
Related Federal, State and local codes, laws and regulations.

Skill in:
Preparing documentation, on-line tutorials and help files for information systems application.
Recommending, designing, implementing and installing computer software application.
Performing quality assurance and quality control testing of new or modified applications.
Preparing a variety of technical reports on findings for use by higher level applications analyst staff.

Developing and/or assisting in the development of applications and prototype programming.
Troubleshooting various operating system problems.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.
Operating office equipment including computers and supporting word processing and spreadsheet applications.

MINIMUM QUALIFICATIONS

Education:
A Bachelor's degree in computer science, information systems, business administration, or a closely related field from an accredited college or university.

Experience:
Three (3) years of (full-time equivalent) verifiable professional experience in information systems application design and programming.

Substitution:
Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

WORKING CONDITIONS

Environmental Conditions:
Office environment; computer room environment; exposure to computer screens.

Physical Conditions:
May require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard.

EEOC Code: 02

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