SENIOR APPLICATIONS ANALYST

*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

Participates in the more complex and difficult work of staff responsible for developing systems applications; provides analysis and design for major information systems applications including troubleshooting, modifications, and enhancements to existing systems; obtains and analyzes user requirements and recommend appropriate applications or modifications; provides training and technical support to system users; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the advanced journey level class in the Applications Analyst series. Positions at this level possess a specialized, technical or functional expertise within the area of assignment or may exercise lead supervision over assigned lower level staff. Employees are typically assigned significant responsibilities above the journey level and often exercise independent judgment in the performance of all duties.

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. Provides systems analysis and design for major information systems applications; assesses client needs and requirements; analyzes existing systems for possible modifications; manages and supports the ERP system.

2. Locates, collects and analyzes client/server based software solutions compatible with client and District needs; prepares reports on findings and recommends implementation of appropriate applications.

3.   Conducts feasibility studies and develops system, time, equipment and cost requirements; develop detailed project design specifications.

4.   Coordinates project activities including programming, systems testing and debugging, and equipment and systems installation.

5.   Designs new systems or appropriate system changes; tests and evaluates new or modified system; corrects functional problems and re-tests before implementation.

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

7.   Coordinates information with system users and staff; documents new system procedures or system modifications; provides training to users on all aspects of the system.

8.   Trains assigned employees in their areas of work including applications design and implementation.

9.   Troubleshoots various operating system problems; determines if problems are hardware or software related; takes appropriate action to correct problem.

10. Stays abreast of software and hardware improvements and modifications; assesses their application to District operations; recommends and implements software applications.

11. Maintains records and prepares periodic or special reports of work performed as assigned.

QUALIFICATIONS

Knowledge of:
- Principles and practices of information systems applications design and development.
- Mainframe computer hardware and software products and operating principles.
- Methods and techniques of information system application program analysis, design and implementation.
- Principles and procedures of information system applications program testing and modification.
- Methods for troubleshooting issues and technical support of information systems.
- A variety of computer programming languages.
- Principles and practices of project coordination.
- Principles of lead supervision and training.
- Related Federal, State and local codes, laws and regulations.

Skill in:
- Providing analysis and design for major information systems applications.
- Obtaining and analyzing user requirements and recommending appropriate applications or modifications.
- Recommending, designing, implementing and installing software applications.
- Preparing detailed project and design specifications.
- Providing training and technical support to system users.
- Coordinating project activities including applications programming, testing and implementation.
- Troubleshooting various operating system problems.
- Evaluating and recommending the acquisition of available hardware and software systems.
- Enterprise Resource Planning software, notably PeopleSoft.
- Communicating clearly and concisely, both orally and in writing.
- Leading, organizing and reviewing the work of assigned staff.
- 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, mathematics, business administration or a closely related field from an accredited college or university.

Experience:
Four (4) years of (full-time equivalent) verifiable experience in information systems applications design and programming which must have included at least one (1) year of project lead experience for developing systems applications.

Substitution:
Additional 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:
Requires maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard.

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