AUBURN
Human Resources

Assoc App Systems Analyst

Job Description

JOB INFORMATION

Job Code	MA26
Job Description Title	Assoc App Systems Analyst
Pay Grade	IT06
Range Minimum	$57,160
33rd %	$70,500
Range Midpoint	$77,170
67th %	$83,840
Range Maximum	$97,180
Exemption Status	Exempt
Approved Date:	11/25/2019 5:08:38 PM
Legacy Date Last Edited	11/8/2019

JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	Applications Development

JOB SUMMARY

Under close supervision, assists with the formulation and definition of system scope and objectives based on client needs. Implements new or modified procedures to solve problems considering resource capacity and limitations, operating time, and form of desired results. Responsible for program design, coding, testing, debugging, and documentation.

RESPONSIBILITIES

- Reviews, modifies, and writes program code for the implementation of business requirements.
- Implements the technical tasks for the application of and compliance with technical standards such as code reviews, unit testing, and security reviews.
- Works closely with more senior Application Systems Analysts to prepare detailed specifications from which programs will be written in order to ensure compliance with business and technical requirements.
- Implements the program design, coding, testing, debugging, documentation, and support of application software.
- May participate in the evaluation of software products and programming languages to determine their applicability to a specific system or project.
- May have quality assurance review responsibility to ensure that programs, applications, and systems meet business and technical requirements.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline. Degree in IT or related field preferred.	and	1 year of	Relevant IT experience to include systems analysis/programming in a business or university setting.	Or
Associate's Degree	No specific discipline. Degree in IT or related field preferred.	and	5 years of	Relevant IT experience to include systems analysis/programming in a business or university setting.	Or
High School Diploma or GED	High School/GED General education	and	9 years of	Relevant IT experience to include systems analysis/programming in a business or university setting.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Some knowledge of software development lifecycle processes and database designs.	And
Thorough knowledge of applications systems analysis and programming.	And
Knowledge of troubleshooting, client relations and formulating and contributing ideas	And
Understanding of business environment or a large university system, including its policies and operating procedures	And
Knowledge of word processing and spreadsheet applications.	And
Ability to explain technical information to a non-technical audience.	And
Ability to multitask and work cooperatively with others	And
Computer coding languages and development environment technology dependent on specific project.	And
Strong technical aptitude and computer skills.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise		X			
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:
Ability to see information in print and/or electronically.