AUBURN
Human Resources

# Applications Systems Analyst

Job Description

## JOB INFORMATION

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| Job Code | MA27 |
| Job Description Title | Applications Systems Analyst |
| Pay Grade | IT07 |
| Range Minimum | $64,310 |
| 33rd % | $79,310 |
| Range Midpoint | $86,820 |
| 67th % | $94,320 |
| Range Maximum | $109,330 |
| Exemption Status | Exempt |
| Approved Date: | 11/25/2019 5:08:16 PM |
| Legacy Date Last Edited | 11/8/2019 |

## JOB FAMILY AND FUNCTION

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| Job Family: | Information Technology |
| Job Function: | Applications Development |

## JOB SUMMARY

Under general supervision, assists and consults with clients to define needs and defines the system scope and objectives needed to fit those needs. Creates and modifies procedures to solve complex problems considering resource capacity and limitations, operating time, and form of desired results. Responsible for program design, coding, testing, debugging, and documentation.

## RESPONSIBILITIES

- Plans and implements the technical tasks for the application of and compliance with technical standards such as code reviews, unit testing, and security reviews.
- Prepares and reviews detailed specifications from which programs will be written in order to ensure compliance with business and technical requirements.
- Leads and implements the program design, coding, testing, debugging, documentation, and support of application software.
- Participates 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. May provide work guidance to more junior staff members.

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

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| 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 | 3 years 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 | 7 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 | 11 years of | Relevant IT experience to include systems analysis/programming in a business or university setting. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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| Knowledge of advanced trouble shooting, intermediate client relations skills, persuasive communication, formulating and contributing ideas, and quality assurance methodologies. | And |
| Advanced understanding of the business environment of a large university system, including an in-depth understanding of the University systems, its policies, and its operating procedures. | And |
| Current knowledge of relevant state-of-the-art technology, equipment and/or systems. | And |
| Must possess project management skills and the ability to work within a matrixed environment if necessary. | And |
| Ability to explain technical information to a non-technical audience. | And |
| Knowledge of word processing and spreadsheet applications. | And |
| Ability to multitask and work cooperatively with others. | |

## MINIMUM LICENSES & CERTIFICATIONS

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

## PHYSICAL DEMANDS & WORKING CONDITIONS

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| 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:** |
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| Ability to see information in print and/or electronically. |