JOB INFORMATION

Job Code	MA27
Job Title	Applications Systems Analyst
Pay Grade	IT07
Range Minimum	$55,300
33rd %	$68,200
Range Midpoint	$74,600
67th %	$81,100
Range Maximum	$94,000
Exemption Status	Exempt
Date Last Edited:	1/4/2024 9:24:05 AM
Legacy Date Last Edited	11/8/2019

JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	Applications Development
EEO Position Group	63C - Prof w/Other Spec GM>64625

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.
- Performs other related duties as assigned by the supervisor.

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 perform this job successfully, an individual must be able to perform the minimum requirements listed below, which are representative of the skill, and/or ability required.

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	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

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

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.