Classification Specification for Unclassified Service

**Title:** Information Systems Analyst

**Pay Scale Group:** 18-1

**Essential Function**

Under general supervision from a designated administrator, provides ongoing system-level support of multi-user applications, including reviewing business requirements, creating functional specifications, performing system configuration/maintenance, unit level testing, organizing documentation, and providing overall end user support.

**Characteristic Duties**

Analyze and evaluate present or proposed business procedures or problems to define business processing needs.

Assist end users with problem resolution and research.

Collaborate with team to design and develop optimal system solutions based on the requirements of the business.

May lead a team in the design and development of optimal system solutions.

Research, plan, configure, troubleshoot, maintain and upgrade applications.

Create and maintain system documentation.

Test applications for functionality and quality management assessments.

Perform quality assurance testing to ensure data is accurate.

Maintain confidentiality with regard to the information being processed, stored or accessed.

Perform related duties based on departmental need.

**Minimum Qualifications**

Bachelor’s in Computer Science, Information Technology, Computer Engineering, or a relevant degree and two (2) years’ data security experience; -OR- an Associate’s degree with four (4) years’ data security experience; -OR- six (6) years’ systems analysis or technical experience including software analysis, and testing/debugging systems is required. Experience with SQL, Peoplecode and knowledge of Oracle, Linux. Working knowledge of the PC environment is required.