CLASS FUNCTION:

The majority of duties performed in this IT Broadband class include translating user system needs (systems analysis and development) into technical solutions by writing software applications, integrating systems, creating, modifying and/or supporting web-based applications. Positions in this IT Broadband class typically are not involved in maintaining system software or providing hardware support as a majority function.

Positions in this IT Broadband class may reside in a central computing department, individual administrative departments, or college units.

Within this IT Broadband class a full continuum of position complexity and competency from entry level to expert is represented. Within this IT Broadband class there will be positions of varying levels of technical complexity based on departmental needs. Positions may also function as working supervisors with a full range to permanent supervisory responsibilities or may act as team, technical, or project leads. Positions may direct or supervise positions in this class or in other classes.

TYPICAL DUTIES:

The following are typical activities of positions in the Applications Analyst IT Broadband class. Actual functions performed will differ from position to position and will be determined by specific work assignment. A position in this IT Broadband class has the majority of its ongoing work assignments in one or more of the following functions:

Typical software applications analysis and development functions:

Analyze user system and application needs, determine and evaluate alternative solutions and approaches to meeting those needs, and select the optimal technology solution. Consult with users to identify and document software/system purpose, work flow issues, output needs and to determine overall system requirements and specifications. Conduct feasibility studies, evaluate the procurement of third party software and troubleshoot new software installations. Develop specifications and requirements for the optimal integration of systems which may include applications, databases, networks, and related systems. Develop program specification and review them with the user to ensure that requirements are met. Design user-friendly interfaces to systems, applications, and databases. Recommend modifications to third party software to meet user needs. Act as a software vendor liaison.

Typical web developer functions:

Develop succinct, timely programming code that is logical and optimizes programming resources and meets user requirements. Work with user to test and debug programs. Write documentation to provide user support for new or modified programs and production/operations procedures. Create web applications or solutions to support user needs and initiatives. Maintain and support assigned systems to ensure minimal downtime and loss of productivity and service. Evaluate and enhance the efficiency of existing programs in meeting current and future user needs. Install new,
modified or third party software releases and/or updates. Evaluate and supplement vendor supplied documentation for third party software.

QUALIFICATIONS GUIDE:

Minimum Qualifications for the Applications Analyst IT Broadband: Bachelor’s degree in Computer Science, Information Technology, Computer Engineering, or related degree with three (3) years of experience; or an Associate’s degree with five (5) years of experience; or a combination of relevant education and seven (7) years of experience.

Individuals in this IT Broadband class will typically possess knowledge and/or applied skills and abilities in applications development and analysis; systems integration including operating systems, applications, networks and databases, as well as knowledge of client-server technologies; applications software; operating systems and utilities; communication interfaces; interactive debugging and testing; and identifying and resolving software/hardware interface problems. Depending on departmental needs and the specific work assignment, the individual will have a working knowledge of specific industry standard applications programming languages and report/screen generators.

Specific qualifications including knowledge, skills, abilities, required programming language(s) and education will differ from position to position as work assignments vary.