

GRADE: 46E

TITLE: APPLICATION ANALYST I
BUREAU: OFFICE OF THE CHIEF
DIVISION: INFORMATION TECHNOLOGY

REPORTS TO: APPLICATIONS ANALYSIS AND DEVELOPMENT MANAGER

SUPERVISES: NONE

POSITION SUMMARY: Performs duties required to provide information systems program management and carry out user liaison training, initiate system specifications, system design and project control. Provide key link between user and information systems resource.

FUNCTIONS OF THE JOB

Essential Functions

1. Deliver complete systems analysis and quality assurance utilizing a systems life cycle design framework.
2. Serve as the liaison between business owners/users and the technical team.
3. Analyze business problems to determine optimal technical enhancements and/or solutions.
4. Configure software solutions to meet business needs.
5. Test software solutions, to include functional, regression, integration, and system testing.
6. Ensure quality assurance standards are met for all application and reporting solutions.
7. Communicate and document outstanding business or technical issues and planned system enhancements.
8. Troubleshoot program malfunctions to provide guidance to developer for program corrections.
9. Support existing systems by troubleshooting system problems, performing system maintenance, and documenting defects and potential enhancements.
10. Develop documentation on new systems. Maintain documentation whenever changes or enhancements are made to existing systems.
11. Participate in evaluating packaged software solutions. Work with development team to identify feasibility of integrated proposed solution with existing technologies.
12. Design and present program management presentations to introduce proposed system improvement projects to inform and gain approval.
13. Troubleshoot and coordinate database activities associated with application systems.
14. Design and maintain systems and training programs for department wide access to the Internet.
15. Maintain and develop geographic information system.
16. Participate in regular meetings with direct manager.

Marginal Functions: None Identified

Physical/Visual Activities or Demands: Physical/visual activities or demands that are commonly associated with the performance of the functions of this job.

1. Sitting, talking, hearing walking
2. Clarity of vision at 20 inches or less, with the ability to bring objects into sharp focus
3. Moderate physical demand – exert up to 60 pounds of force occasionally and/or up to 25 pounds frequently to move equipment.

Environmental/Atmospheric Conditions: Environmental and atmospheric conditions commonly associated with the performance of this job.

Normal Office Conditions

POSITION QUALIFICATION REQUIREMENTS

Education:

Through knowledge of business analysis and software testing, equivalent to a complete college or university degree.

Experience:

Five years experience in business analysis, research, data analysis, database design/administration, software testing, and/or systems analysis and design.

Knowledge of SQL is highly desirable.

Skills and Abilities: Skills and abilities, which may be representative but not inclusive of those commonly, associated with this position.

1. Ability to listen and interpret user needs furnished in written or oral form.
2. Well versed in written and oral communication skills
3. Ability to solve practical problems and deal with a variety of variables.
4. Apply common sense understanding to carry out instructions furnished in written and oral form.
5. Apply principles of logical thinking to define problem, collect data, establish facts, and draw valid conclusions.

Machines, Tools, Equipment and Work Aids: Machines, tools, equipment and work aids which may be representative but not all inclusive of those commonly associated with this job.

Telephone, copier, fax, personal computer hardware/software

License(s)/Certifications: NONE REQUIRED

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal law.

"Common associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.