



Senior Application/System Analyst

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
016	Exempt	3 – Technicians	AFSCME	7	REV 6 1 04	1116	1 of 1

DEFINITION: Under general supervision in a network environment; provides journey level system analysis and support to one or more assigned application systems; works with client departments to analyze needs and document user and system requirements; designs and writes test plans, test procedures, implementation plans, and system documentation; and troubleshoots and resolves system malfunctions.

REPORTS TO: The assigned Information Services Project Manager, or designee

ESSENTIAL FUNCTIONS: Duties/functions may include, but are not limited to, the following:

- Confers with user departments to identify business functional needs, and to troubleshoot and resolve software problems.
- Writes user documentation, and provides user information and training materials.
- Prepares schedules and timetables for projects and systems maintenance.
- Prepares and/or reviews specifications, evaluates equipment, programs and applications, and, recommends implementation of new or upgraded software and hardware.
- Writes, modifies, and debugs programs to comply with user needs.
- Designs and runs test routines, protocols, and performance queries.
- Designs application programs to minimize run and response times.
- Coordinates minor ongoing or implementation projects with minor budget significance, sets schedules, and estimates costs.
- May establish, monitor, and upgrade password-protected access for District computer users.
- Provides support as required to the I.S. Project Manager during systems procurement and implementation.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge Of: Current operating platforms and programming languages applicable to position responsibility; principles and practices of software applications in networked systems, Microsoft Windows, Citrix and/or Microsoft IIS web servers; database recovery techniques; data dictionary tables and tools; documentation, systems design, configuration, testing, and troubleshooting procedures; security access procedures; business English usage; basic mathematics; and modern office methods and procedures.

Ability To: Develop user and system requirement documents; develop and execute test plans; write operation procedure documents and scripts; write and modify software programs; develop and administer system security; maintain, troubleshoot and resolve problems with applications, networks and database systems; set up and install applications, upgrades and patches; research and make recommendations regarding implementation of new systems and/or technologies; keep abreast of current and imminent developments in computer technologies; communicate effectively both orally and in writing; and establish and maintain effective working relationships with District personnel using principles of good customer service.

Education/Training: Equivalent to an Bachelor's degree from an accredited college or university with a major in Computer Science, Mathematics, Management Information Systems (MIS), or a related field, **OR** completion of a recognized technical course of study in Computer Science. S:\H\Data 12-01-01\Class-Comp\Class Specs\SrAppSysAnlyst REV 6 04-CS.doc

Experience: Two (2) years experience installing, maintaining, and troubleshooting malfunctions with computer software and hardware, one (1) year of which involved programming and related data processing. Some positions in this classification may require competence with specific operating platforms or programming languages such as SQL, SQR, Cobol, PeopleCode, ASP VBScript, ASP.NET, Microsoft scripting languages, and/or PERL.