

Specification for Class of

INFORMATION TECHNOLOGY APPLICATIONS SPECIALIST 3

Abolished Effective June 1, 2005

Definition: Independently performs analysis, consulting, design, programming, maintenance, and/or support work for moderate risk applications, support products, projects, databases, or database management systems that impact one division, large work group or single business function.

Distinguishing Characteristics: This is the journey professional level where incumbents independently apply analysis, design, technical programming, data access/retrieval, database management, and problem solving skills to applications, projects and issues of moderate risk or impact. Incumbents are well versed in the tool sets, data access techniques, and the environment in which they work. Work methods employed and decisions reached are a combination of pre-defined directions and innovative approaches. Staff at this level have an operational knowledge of the customers' day-to-day business. Complex problems are resolved through consulting with a higher level technical staff. May serve as a technical mentor and coach to lower level staff. May lead or supervise others.

Incumbents typically perform the level of work described below a majority of the time. The work described below is not intended to be all inclusive but representative of the level of duties/responsibilities carried out by this job class:

Consults with customers to analyze technology needs and problems; independently follows a structured process, sets up requirement gathering session, knows the questions to ask, defines problem, determines needs, solves problems independently;

As a project leader of moderately sized and complexity projects, develops project plan, sets and maintains project schedule, coordinates design/maintenance and testing, assigns and leads staff, ensures standards are met (quality assurance), develops and implements communication strategy, manages budget;

Analyzes and develops component requirements for an application impacting a division or large work group or a single business function; independently develops and implements specification packages from start to finish;

codes, tests, and implements application components; writes re-usable code; documents;

Assists with large projects; develops specifications and codes for components of large applications;

Supports, maintains and enhances existing applications that generally impact one division or large work group or single business function;

Maintains data dictionary including design and development of dictionary reports and user exits; reviews project data model and data element definitions for compliance with standards; tests new releases of data dictionary software;

Modifies file/table formats to include adding new fields, reorganizing tables/files, and creating or modifying indexes; monitors job completion, back-up results, and space usage; runs pre-defined load utilities; maintains common modules used for management of data base management system;

Assesses training needs; determines training approach and develops course materials, trains customers one-on-one and in groups re applications; develops effective help screens; orients help desk staff to new applications;

Communicates with clients and senior technical staff;

Minimum Qualifications

A Bachelor's degree including 9 semester or 15 quarter hours of computer science courses which includes completion of course work in at least one application programming language and two years of programming, data analysis, or computer analysis experience.

OR

An Associate's degree or completion of an accredited vocational training program in an information technology or related program and three years of programming, data analysis, or computer analysis experience.

OR

One year as an Information Technology Applications Specialist 2 or equivalent.

Computer analysis, data analysis, or programming experience will substitute for education on the basis of one year of experience for two years of education.

A Master's degree will substitute for one year of experience except for the specified Information Technology Applications Specialist 2 requirement

New class: effective 7-1-99; replaces CTS 1 03630; CA/P 4 03560;
CSS 1 03590