

## HIGHER EDUCATION PERSONNEL

Specification for Class

Class Code: 2415

### INFORMATION TECHNOLOGY APPLICATIONS SPECIALIST I

**Abolished Effective June 1, 2005**

#### CLASS SERIES CONCEPT

Perform information technology applications specialist work by analyzing, programming, maintaining and/or supporting applications, projects, and/or databases for information technology systems and users.

This series is intended to describe positions that have primary responsibility to provide applications specialist support in one or more information technology specialties such as Applications Development and Maintenance, Data Base Design and Maintenance, Disaster Recovery/Data Security, Training, and Web development.

#### BASIC FUNCTION

In support of information systems and users, perform routine information technology applications specialist work such as analysis, programming, maintenance, or support of applications, projects, or databases.

#### DISTINGUISHING CHARACTERISTICS

Under general supervision, provide routine analysis, programming and/or database work for information technology systems and users and resolving problems on computers, software, or applications running in stand alone and/or networked environments. Follow established work methods to complete tasks such as coding, testing, and implementing components of programs based on specifications; assisting with the upgrading/maintaining of smaller components of a project or existing applications; conducting routine debugging using pre-determined methods to resolve low-risk problems; and isolating application problems and assisting with resolution. Priorities are set by others and many non-routine problems are referred to a higher level or to another support group for resolution.

#### TYPICAL WORK

Code, test, and implement components of programs based on specifications including business rules provided by others; perform programming as part of a team;

Assist with upgrading/maintaining smaller components of a project or an existing application;

Assist with developing and updating documentation;

Assist in identifying customer problems with the use of applications and suggest remedies;

Isolate application problems and assist with resolution; assist in testing and verifying system changes; prepare problem reports;

Carry out routine debugging using pre-determined methods to resolve relatively low risk problems; report more substantive problems to higher level for action;

Develop elementary data flow diagramming, process modeling and prototyping; write user instructions;

Assist in maintaining/updating data dictionary and standard glossary of terms;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Two years of Information Technology experience in such areas as applications development and maintenance, computer analysis, data analysis, data base design and maintenance, or programming

OR

one year as an Information Technology Technician II

OR

equivalent education/experience.

New Class: 1/1/2002