

HIGHER EDUCATION PERSONNEL

Specification for Class

Class Code: 2419

INFORMATION TECHNOLOGY APPLICATIONS SPECIALIST V

Abolished Effective June 1, 2005

BASIC FUNCTION

Provide expert consultation and perform specialized information technology applications specialist work such as designing, programming, maintaining, or supporting major, high-risk, high-impact, or mission-critical applications, projects, databases or database management systems.

DISTINGUISHING CHARACTERISTICS

Under administrative direction, evaluate and resolve large-scale, high-risk, high-impact, or mission-critical application or database system needs. As an expert-level specialist, perform highly-complex tasks such as conducting institution-wide capacity planning and making recommendations; developing project plans; directing large-scale, enterprise, or mission-critical projects which align with organizational policy; supporting, maintaining, and enhancing existing, high-risk and high-impact, mission critical applications; or writing feasibility studies and decision packages for high visibility/impact initiatives. Provide project leadership, supervision of lower-level staff, and/or expert consultation. Areas of responsibility often integrate new technology, carry out institution-wide information technology functions, and/or impact other institutions or agencies.

TYPICAL WORK

Conduct capacity planning to determine institution-wide needs; analyze and assess industry direction and new capabilities that may be applied to the institution; evaluate new products, document characteristics, and make recommendations;

Develop project plans and direct large-scale, enterprise, or mission-critical projects which carry out institution-wide management functions and align with organizational policy; set and maintain project schedule, coordinate design, maintenance and testing, ensure standards are met (quality assurance), develop and implement communication strategy, and manage budget;

Support, maintain, and enhance existing, high-risk and high-impact, mission critical applications;

Analyze and resolve very complex problems such as multiple product problems, or major conflicts caused by a new software version;

Develop and implement technical policies;

Evaluate problem-solving methodologies and facilitate adoption;

Plan, analyze, and develop requirements for application development and enhancement; and identify alternative solutions;

Develop requests for proposals, feasibility studies and decision packages for high visibility/impact projects; present alternatives and recommendations to executives;

Develop and implement standards, methods, tools, procedures, and processes to be used for information technology projects;

Review project data model for compliance with institutional model; develop training plan and train staff in data modeling, data modeling case tools, data repository, and data dictionary; consult with information technology staff regarding business rules, data integrity, data location and data use.

Support, maintain, and enhance database management systems; may install vendor and support software; plan for database growth and space requirements; establish performance measures for database management systems, analyze problems, make recommendations for improvements and implement tuning adjustments; analyze recovery scenarios; develop and implement on-site backup and recovery procedures and schedules;

May supervise lower-level staff;

Perform the duties of Information Technology Applications Specialist IV;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Four years of information technology experience such as applications development and maintenance, computer analysis, data analysis, data base design and maintenance, or programming, directing projects, or administering or supervising staff in application and database development and maintenance

OR

One year as an Information Technology Applications Specialist IV

OR

equivalent education/experience.

New Class: 1/1/2002