

Specification for Class of

INFORMATION TECHNOLOGY APPLICATIONS SPECIALIST 1

Abolished Effective June 1, 2005

Definition: Performs beginning level analysis, programming, maintenance and/or support of applications or databases under close supervision.

Distinguishing Characteristics: This is the beginning professional level. Under close supervision, incumbents perform routine analysis, programming and/or database work. Routine tasks are recurring and are accomplished following established work methods or procedures. Priorities are set by others and many problems are referred to a higher level for resolution. Work assignments are intended to encourage growth of technical skills as well as develop knowledge of the business environment.

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:

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

Codes, tests & implements components of programs based on specifications including business rules provided by others; programs as part of a team;

Develops and updates documentation;

Assists in identifying customer problems and acts as a clearinghouse; isolates applications problems and coordinates resolution; assists in testing and verifying software changes; prepares problem reports; assists in identifying customer requirements;

Carries out routine debugging of pre-defined problems following defined procedures;

Performs elementary data flow diagramming, process modeling, prototyping and writes user instructions;

Assists in maintaining/updating data dictionary and standard glossary of terms.

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.

OR

An Associate's degree or completion of an accredited vocational training program in an information technology or related program which includes completion of course work in at least one programming language and one year of programming, data analysis, or computer analysis experience.

OR

One year as an Information Technology Technician 1 or 2.

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

New class: effective 7-1-99; replaces CA/P 2 03520