

Specification for Class of

INFORMATION TECHNOLOGY APPLICATIONS SPECIALIST 2

**Abolished Effective June 1, 2005**

Definition: Performs analysis, consulting, programming, maintenance, and/or support work on components of larger applications, support products, projects, or databases under spot check supervision.

Distinguishing Characteristics: This is the professional working level. Under spot check supervision, incumbents apply analysis, technical programming, data access/retrieval, and problem solving skills to address standard assignments and issues that arise. Technical skills and understanding of the environment are growing and incumbents are developing a working knowledge of their client's business. When addressing standard assignments and issues, decision making authority is limited to choice of established methods or procedures. Work is delegated down to this level. Within guidelines, incumbents organize, prioritize and implement work activities. Guidance is provided in new or unusual situations. Complex problems are referred to a higher level. Work is periodically reviewed to verify compliance with policies, procedures and standards

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 portions of big projects; develops specifications for project components; codes, tests, and implements application components; develops, and updates documentation;

May have sole responsibility for small, stand-alone applications with limited scope such as: facility scheduling, job scheduling, labeling, random number generator, custom card catalog;

Supports and enhances an existing application in compliance with specifications and standards; reviews code already developed and re-writes to improve it; adapts code to changes;

Consults with customers to identify and analyze technology needs and problems; attends fact gathering sessions, accesses and retrieves data, analyzes problems for pieces of an application; solves problems with some assistance;

Performs data flow diagramming and/or process modeling;

Runs periodic audit reports; performs trend analysis following pre-defined methods;

Tests new releases of software;

Answers questions about application changes; sets up and delivers one-on-one training for users; explains features and functionality; trains users on use of applications; develops effective help screens;

Develops and maintains reports;

### 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 one year 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 two years of programming, data analysis, or computer analysis experience.

OR

One year as an Information Technology Applications Specialist 1 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 1 requirement

New class: effective 7-1-99; replaces CA/P 3 03530