

HIGHER EDUCATION PERSONNEL

Specification for Class

Class Code: 2416

INFORMATION TECHNOLOGY APPLICATIONS SPECIALIST II

Abolished Effective June 1, 2005

BASIC FUNCTION

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

DISTINGUISHING CHARACTERISTICS

Under general supervision, follow established methods to conduct standard analysis, technical programming, data access/retrieval, maintenance, and/or support work on applications, projects, or databases such as consulting with customers to identify and analyze technology needs and problems; analyzing problems for parts of applications and solving problems with some assistance; supporting and enhancing existing applications in compliance with specifications and standards; developing and conducting software application instruction for users; or serving as part of a problem solving team addressing more complex issues. The majority of tasks are limited in scope and impact individuals or small groups. Complex problems are referred to a higher level.

TYPICAL WORK

Consult with customers to identify and analyze technology needs and problems; attend fact gathering sessions; access and retrieve data, analyze problems for pieces of an application; solve problems with some assistance;

Support and enhance existing applications in compliance with specifications and standards; review and revise previously written code to improve and/or adapt code to changes;

Responsible for small, stand-alone applications with limited scope such as facility scheduling, job scheduling, labeling, random number generator, and custom card catalog;

Assist higher-level specialists with large projects; develop application specifications and code, test, and implement application components; develop and update documentation;

Apply pre-tested modifications to applications software;

Develop data flow diagramming and/or process models; run periodic audit reports; perform trend analysis following pre-defined methods;

Test new releases of software;

Conduct application instruction for users such as explaining features and functionalities; develop help screens;

Develop and maintain reports;

Perform the duties of Information Technology Applications Specialist I;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Three 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 Applications Specialist I

OR

equivalent education/experience.

New Class: 1/1/2002