

## HIGHER EDUCATION PERSONNEL

Specification for Class

Class Code: 2417

### INFORMATION TECHNOLOGY APPLICATIONS SPECIALIST III

**Abolished Effective June 1, 2005**

#### BASIC FUNCTION:

Independently consult and perform information technology applications specialist work such as analyzing, designing, programming, maintaining, or supporting applications, projects, databases, or database management systems.

#### DISTINGUISHING CHARACTERISTICS

Under general direction, independently apply analysis, design, technical programming, data access/retrieval, database management, and problem solving skills to applications, projects, databases, or database management systems in an assigned area of responsibility. Use established work methods and innovative approaches to complete assignments and coordinate projects such as conducting needs assessments and consulting with customers to analyze technology needs and problems; serving as project lead; independently developing and implementing specifications for applications; developing specifications and codes for components of large applications; supporting, maintaining and enhancing existing applications; instructing users regarding applications; serving as a Lead; or serving as a technical mentor to lower-level staff. The majority of assignments and projects are moderate in size and impact internal or satellite operations, multiple users, or more than one group. Consult with higher-level staff and/or vendors to resolve complex problems.

#### TYPICAL WORK

Conduct needs assessments and consult with customers to analyze technology needs and problems; independently follow structured processes to determine requirements, define problems, determine needs, and solve problems independently;

Act as project leader for moderately-sized and complex projects: develop project plan, set and maintain project schedule, coordinating design, maintenance and testing, assign and direct the work of staff, ensure standards are met (quality assurance), develop and implement communication strategy, and manage budget;

Analyze and develop component requirements for applications; independently develop and implement specifications for applications; code, test, and implement application components; write re-usable code; prepare documentation;

Assist with large projects by developing specifications and codes for components of large applications;

Support, maintain and enhance existing and/or third party applications;

Maintain data dictionary including design and development of dictionary reports and user exits; review project data model and data element definitions for compliance with standards; test new releases of data dictionary software;

Modify file/table formats to include adding new fields, reorganizing tables/files, and creating or modifying indexes; monitor job completion, back-up results, and space usage; run pre-defined

load utilities; maintain common modules used for management of database management systems;

Assess training needs, determine instructional approach and develop course materials, instruct users and computer support staff regarding applications; develop effective help screens; orient help desk staff to new applications;

Provide consultation and resolution for problems that cannot be solved by other computer support staff;

May serve as Lead or technical mentor to lower-level staff;

Perform the duties of Information Technology Applications Specialist II;

Perform related duties as required.

#### MINIMUM QUALIFICATIONS

Four 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 II

OR

equivalent education/experience.

New Class: 1/1/2002