Specification for Class                    Class Code: 2418

INFORMATION TECHNOLOGY APPLICATIONS SPECIALIST IV
## Abolished Effective June 1, 2005

BASIC FUNCTION

Perform senior-level information technology applications specialist work such as consulting, analyzing, designing, programming, maintaining, or supporting complex administrative, instructional, or research applications, projects, multi-functional databases or database management systems.

DISTINGUISHING CHARACTERISTCS

Under administrative direction, independently apply advanced analysis, design, technical programming, data access/retrieval, database management, and problem solving skills to evaluate and resolve complex application, database, project, and operational issues within an assigned area of responsibility. As a senior-level specialist apply advanced technical knowledge to perform complex tasks such as serving as a team or project leader; planning and directing complex projects; supervising lower-level staff; conducting capacity planning and making recommendations; facilitating application interfaces and application integration; analyzing and resolving complex problems; assisting others in de-bugging problems with vendor products; researching environment issues, platforms, software and hardware requirements; performing data analysis, or developing and maintaining logical data models. The majority of tasks performed have division- or multiple-functional area impact, may integrate new technology, and/or change how the mission is accomplished.

TYPICAL WORK

Conduct capacity planning to determine needs of assigned area; assess industry direction and analyze new capabilities that may be applied; evaluate new products, document characteristics, and make recommendations;

Develop, code, test, and implement specifications for complex division or multifunctional applications;

Support, maintain and enhance existing division or multifunctional applications;

Plan/facilitate application interface and integration; develop complex interfaces for data exchange among diverse transactional applications;

Serve as project leader such as developing project plan, setting and maintaining schedule, coordinating design, maintaining and testing, ensuring standards are met (quality assurance), developing and implementing communication strategy, and managing budget;

Analyze and resolve complex problems; assist others in de-bugging problems with vendor products; develop work-arounds; consult with senior staff to resolve complex technical problems;

Research issues related to environment, platforms, software and hardware requirements; plan, analyze, and develop application requirements; identify alternative solutions and make recommendations; facilitate application approval process;

Perform data analysis; develop and maintain logical data models; maintain data repository, including design and development of applications for maintaining and reviewing repository information; train and assist staff in use of repository;

Design and implement physical databases from logical models; develop load procedures and prepare data for loading; monitor database management system and application performance by analyzing and documenting performance problems, implementing performance improvements and backup processes, and performing recovery as needed;

Assess and develop training and conduct advanced instruction on the use of information technologies;

Provide consultation with and make presentations to all levels of management and other senior staff;

May assist in the testing of disaster recovery processes; test and evaluate software packages; provide required security accesses; design, develop, and maintain common modules of a database management system;

May supervise lower-level staff;

Perform the duties of Information Technology Applications Specialist III;

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 III

OR

equivalent education/experience.


New Class:  1/1/2002