



# Applications Systems Analyst

## J O B D E S C R I P T I O N

### JOB INFORMATION

<i>Job Title:</i>	Applications Systems Analyst
<i>Auburn Title:</i>	Applications Systems Analyst
<i>Job Code:</i>	MA27
<i>FLSA Classification:</i>	Non-Exempt
<i>Salary Grade:</i>	IT07 \$55,300 - \$94,000
<i>Organizational use restricted to the following divisions:</i>	

### JOB FAMILY AND FUNCTION

<i>Job Family:</i>	Information Technology
<i>Job Function:</i>	Applications Development

#### *Family Description*

This job family manages or performs work associated with analysis, design, implementation, operation, deployment, and support of the organization's information technology resources (including computer hardware, operating systems, communications, software applications, data processing and security), telecommunication systems, and software/database products by internal staff, outsourcing staff, or consultants. Activities include developing information technology strategies, policies and plans; maintenance and use of information technology resources; training and supporting technology users; telecommunications network planning, operations and site acquisition; programming software/database products for sale to external customers; developing PC, online, and mobile games; and internet product management & operations.

#### *Function Description*

Responsible for designing, developing, implementing and updating of internal IT applications (development may be in software, desktop technology, web technology, network security, messaging, mainframe, etc.) and planning, developing, producing and updating related technical documentation and training. Activities include evaluating, scheduling and resourcing development projects; investigating user needs; writing, testing and maintaining computer programs; planning, developing and implementing website and ecommerce applications; and preparing systems documentation and training. Development, programming, and configuration of organization-specific end user applications, systems software, databases, or websites for use by internal employees or for use in marketing, communications, or sales (including cloud based products) targeting external audiences are included.

### JOB SUMMARY

Under general supervision, assists and consults with clients to define needs and defines the system scope and objectives needed to fit those needs. Creates and modifies procedures to solve complex problems considering resource capacity and limitations, operating time, and form of desired results. Responsible for program design, coding, testing, debugging, and documentation.

### KEY RESPONSIBILITIES

	<i>% TIME</i>
<ul style="list-style-type: none"> <li>Plans and implements the technical tasks for the application of and compliance with technical standards such as code reviews, unit testing, and security reviews.</li> </ul>	20%
<ul style="list-style-type: none"> <li>Prepares and reviews detailed specifications from which programs will be written in order to ensure compliance with business and technical requirements.</li> </ul>	15%
<ul style="list-style-type: none"> <li>Leads and implements the program design, coding, testing, debugging, documentation, and support of application software.</li> </ul>	10%

• Participates in the evaluation of software products and programming languages to determine their applicability to a specific system or project.	10%
• May have quality assurance review responsibility to ensure that programs, applications, and systems meet business and technical requirements. May provide work guidance to more junior staff members.	10%
• Performs other related duties as assigned by the supervisor.	10%

*The above key responsibilities are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position and the percent of time spent on each duty varies based on department needs.*

## MINIMUM QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform the minimum requirements listed below. The requirements listed below are representative of the skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the key responsibilities.*

### Minimum Education and Experience

<i>Education Level</i>	<i>Field of Study</i>		<i>Years of Experience</i>	<i>Area of Experience</i>	
Bachelor's Degree	No specific discipline. Degree in IT or related field preferred.	And	3	Relevant IT experience to include systems analysis/programming in a business or university setting.	Or
Associate's Degree	No specific discipline. Degree in IT or related field preferred.	And	7	Relevant IT experience to include systems analysis/programming in a business or university setting.	Or
High School/GED	General Education	And	11	Relevant IT experience to include systems analysis/programming in a business or university setting.	

### Minimum Skills and Abilities

<i>Description</i>	<i>Proficiency</i>
Knowledge of advanced trouble shooting, intermediate client relations skills, persuasive communication, formulating and contributing ideas, and quality assurance methodologies.	Intermediate
Advanced understanding of the business environment of a large university system, including an in-depth understanding of the University systems, its policies, and its operating procedures.	Intermediate
Current knowledge of relevant state-of-the-art technology, equipment and/or systems.	Intermediate
Must possess project management skills and the ability to work within a matrixed environment if necessary.	Intermediate
Ability to explain technical information to a non-technical audience.	Intermediate
Knowledge of word processing and spreadsheet applications.	Intermediate
Ability to multitask and work cooperatively with others.	Intermediate

### Minimum Technology

<i>Technology</i>	<i>Technology Details</i>
Strong technical aptitude and computer skills.	
Computer coding languages and development environment technology dependent on specific project.	

### Minimum Licenses and Certifications

<i>Licenses/Certifications</i>	<i>Licenses/Certification Details</i>	<i>Time Frame</i>
None Required.		

*Approved* 11/8/2019  
*Date:*