

Applications Systems Analyst Intermediate

Job Code: 7492

Salary Grade: S10

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Evaluates, develops, and supports computer application systems and integrate with existing and future systems. Determines how well software, hardware, and IT systems fit the University business needs.

- Consults with management to determine goals and objectives and design applications. Identifies current operating procedures, problems, and requirements.
- Develops application specifications, identifies the required inputs, and formats the output to meet user's needs.
- Oversees the implementation of required hardware and software components for approved applications, coordinating tests of the application system to ensure proper performance.
- Identifies features, advantages, and disadvantages of various software applications. Evaluates and tests software applications, compile data, and produce relevant reports.
- Creates diagrams and flow charts for computer programmers to follow.
- Designs models and develops materials used for analysis and solution development including process maps and diagrams.
- Investigates errors, diagnoses problems and recommends solutions.
- Create networks of application users across the university.
- Develops documentation and other aids for users to assist with installation, maintenance, and operating procedures. May create coding and logic specifications for developers.
- Leads and trains other personnel
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree in engineering or computer related field.

Equivalency/Substitution: Will accept 48 months experience in IT operations/support or app administration in lieu of degree.

Experience:

Required: 48 months experience in IT operations, support, or application administration/support.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Advanced knowledge of principles of application systems development to analyze, test, implement, maintain and document IT projects
- Strong analytical and problem-solving skills
- Ability to multitask and meet deadlines in a timely manner
- Implements best practices in application systems development and network security
- Proficient with a variety of software applications and computer systems
- Ability to work independently and in a team environment
- Strong customer service skills
- Proficient working with contracted developers and application vendors

Working Conditions

Physical:

Must be able to work in sitting position, use computer and answer telephone. Manual dexterity. Communicate effectively.

Environmental:

Standard Office Environment.



JOB DESCRIPTION

The UNIVERSITY *of* OKLAHOMA

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