Office of Human Resources
Broadband Job Description – Computer Series - 02/01/2004

Information Technology Analyst III (2522)

Basic Purpose/Job Function: Managing all aspects of project control within designated areas of responsibility

Examples of Titles Replaced: Manager, Systems Analysis; Manager, Systems Programming; Manager, Information Systems; Data Manager

Typical Functions May Include:

1. Guiding users in formulating requirements; advising on alternatives and on the implications of new or revised computer systems/applications technology.

2. Analyzing user project proposals, identifying omissions and errors in requirements, and conducting feasibility studies; recommending optimum approach and developing system design for approved projects

3. Designing and planning new complex systems and subsystems; ensuring reliability of cross-university applications

4. Researching and evaluating emerging technologies; seeking innovative solutions to technology issues and University processes

5. Using all phases of system analysis concepts, techniques, and methods; applying knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject areas to design complex systems or subsystems

6. Researching, designing and initiating new technical architecture plans; proposing and implementing change models for improving departmental operations

7. Informally arbitrating between system users when conflicts arise

8. Reviewing design, analysis, and code for quality and adherence to standards

9. Understanding Enterprise systems and utilizing current IT concepts to develop integrated solutions

10. Providing on-call support and problem resolution for computer applications

11. Maintaining appropriate vendors’ certification and training for both hardware and software

12. Preparing and giving presentations

13. Delivering excellent customer service to all constituencies

14. Performing other related duties as assigned
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Risk Management: Uses established safety practices to protect the health and safety of personnel and property. Adheres to University computing policies and follows recognized information security practices to protect the integrity of University systems and the network.

Supervision of Others: Directing and integrating the work of other analysts.

Supervision Received: Receives limited supervision from designated supervisor.

Minimum Qualifications:

Education: Bachelor’s Degree

Experience: 36 - 48 months

Skills: Highly developed written, oral and presentation communication skills. Ability to resolve conflict. Ability to embrace and lead change. Expertise in multiple/software/system design applications with ability to interface between them. Advanced and comprehensive knowledge of the process area, including ability to develop and integrate highly complex information technology systems. Independently solves advanced problems without supervision.

Special Requirements: Frequent exposure to pressure caused by deadlines and busy periods; requires minimum travel; requires contact with other departments and university officials

Licenses: Determined by the nature of the position and/or department

Certifications: Determined by the nature of the position and/or department

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.