

CLASS SPECIFICATION
Applications Development Analyst II

FLSA Status: Non-Exempt
EEOC Job Category: Professionals
Union Representation: Represented

GENERAL PURPOSE

Under general supervision, performs a variety of difficult and responsible duties in the development, installation, maintenance and support of assigned modules of the District's enterprise system; works with users and other ACIT staff to resolve applications and database problems and other business and operational issues; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Applications Development Analyst II is the journey level professional class in the Applications Development Analyst class series. Incumbents in this class are typically assigned responsibilities requiring an understanding of the systems development life cycle, business flows and functionalities of the enterprise system and its various modules and integrated databases and the sources and causes for operational and applications problems, along with the critical thinking and analysis skills necessary to develop solutions and systems approaches to meet user business requirements. Applications Development Analyst IIs are expected to understand the interdependencies of applications/application modules, databases and interoperating platforms and networks to ensure integrated design and operations to meet user requirements efficiently and effectively.

Applications Development Analyst II is distinguished from Applications Development Analyst I in that assignments given to incumbents in the latter class typically entail conventional problems and user requirements and are carried out within the framework of well defined instructions, well accepted techniques and procedures and departmental standards and policies. Project/assignment requirements are clearly identified and can be satisfied by following established methods, practices and precedents.

Applications Development Analyst II is further distinguished from Applications Development Analyst III in that incumbents in the latter class work on technical assignments involving broader, more complex design and development issues and may perform project leadership responsibilities for assigned projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Provides application production and user support for assigned modules of the enterprise system; analyzes and troubleshoots functional and technical problems and errors reported by users; researches enterprise system, bolt-on system and interface documentation; identifies errors in set ups and out-of-sequence processing and works with users to make necessary changes; performs fixes, installs work-

arounds and makes coding and table changes to resolve problems and make minor enhancements to modules.

2. Using applicable tools, develops custom queries and reports to meet user requirements; writes program code to extend system functionality, incorporate new subsystems and make other applications changes and updates; coordinates the development of test environments and participates in conducting and analyzing the results of unit and systems testing processes to ensure performance against application requirements; develops user and applications documentation.
3. Works with users and ACIT staff to define scope, boundaries and deliverables for assigned applications development projects to meet user requirements; translates system specifications/requirements into logical system processes; designs and develops systems and/or subsystems; writes or modifies and tests program code, using standard applicable software development tools and programming languages.

OTHER DUTIES

1. Stays abreast of industry trends and changes in information technology to keep knowledge and skills current.

QUALIFICATIONS

Knowledge of:

1. Principles and methods of systems analysis, including business process and entity relationship analysis tools and methods.
2. The systems development life cycle.
3. Systems design principles and applications development methodologies, tools and utilities applicable to the District's enterprise system.
4. Programming theory and applicable programming languages.
5. Systems integration design concepts.
6. Relational database concepts, database architectures and standard database software.
7. Functions, capabilities, characteristics and limitations of standard platforms, operating system software and devices.
8. Basic network architecture and design concepts.
9. Principles and practices of sound business communications.
10. Basic project management tools and techniques, including preparation and management of detailed project schedules and metrics and change management and control.
11. Standard PC software packages, including word processing, spreadsheet, database and flow charting.

Ability to:

1. Perform business rule and process analyses and reach sound, logical conclusions regarding user needs and business requirements.
2. Understand and apply the analysis of functional requirements to the development of systems proposals, specifications and recommendations for efficient, cost effective technology solutions.
3. Set priorities and organize work to complete project responsibilities efficiently and effectively.
4. Balance responsibilities for multiple projects to ensure timely results in accordance with District quality standards.
5. Troubleshoot and diagnose systems problems and install fixes or make repairs in areas of responsibility.
6. Evaluate alternatives and make sound independent decisions within established guidelines.
7. Communicate clearly and effectively to diverse audiences of technical and non-technical personnel orally and in writing.
8. Prepare clear, concise and accurate documentation, reports of work performed, project management reports and other written materials.
9. Read, interpret, explain and apply technical information on business processes, software and hardware for technical and non-technical users.
10. Keep technical skills current to meet continuing applications development assignments.
11. Establish and maintain effective working relationships with managers, power and end users, staff, consultants and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a college or university with a major in computer science, management information systems or a closely related field; and three years of progressively responsible experience in systems analysis and applications design and development; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

None.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate computers and other standard office equipment; and reach with hands or arms. Employees are frequently required to walk and stand.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, incumbents are regularly required to use oral and written communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills or information; perform highly detailed work on multiple, concurrent tasks; work under changing deadlines with frequent interruptions; work effectively as a team member, alternating between differing team roles and assignments on a regular basis; and interact with District managers, power and end users, staff, consultants and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions and the noise level is usually quiet.