ASSOCIATE COMPUTER APPLICATIONS SPECIALIST (BUDGET)
ASSOCIATE COMPUTER APPLICATIONS SPECIALIST (FACILITIES)
ASSOCIATE COMPUTER APPLICATIONS SPECIALIST (PAYROLL)
ASSOCIATE COMPUTER APPLICATIONS SPECIALIST (PERSONNEL)
ASSOCIATE COMPUTER APPLICATIONS SPECIALIST (PURCHASING)

DEFINITION

Assists in formulating concepts for and developing new and modified computer applications to meet customer requirements in the areas of facilities, budget, payroll, personnel, or purchasing information processing systems.

TYPICAL DUTIES

Consults with Computer Applications Specialists, managerial personnel, and customers, and recommends solutions to problems affecting the applications operation.

Confers with other technical staff and recommends long-range and short-range developmental plans
for specific specialty areas.

Develops and specifies operational design, and directs and advises on less complex project development to implement new and improve existing systems.

Analyzes, monitors, and resolves "exceptions" with on-line systems transactions and notifies users via a telephone tree as to status of a resolution to the existing problem.

Provides technical and operational support and hardware and software support to users of the facilities, budget, payroll, personnel, or purchasing information processing systems.

Conducts or participates in staff and user group meetings and training sessions involving technical subject matter and develops technical training materials and systems testing documents used by staff and user groups.

Reviews the progress of project task forces or teams in the development and implementation of various information processing systems and recommends changes to improve efficiency.

Coordinates and monitors the development and implementation of new systems to ensure that requirements for check points, documentation, and schedules are met.

Assists in establishing technical policies pertaining to the development of new and modification of existing computer application systems.

Analyzes and interprets the feasibility of new hardware and software and the appropriateness of existing hardware and software in developing new systems and recommends changes to improve existing systems.

Evaluates the effects of new computer applications on existing applications, productions, and systems
software, and makes modifications.

Prepares detailed technical specifications to be used in the presentation of proposal or quotation requests.

Develops acceptance test scripts, performs tests, documents and tracks results, and reviews test results with the user groups.

Performs table maintenance.

Assists with the development of user security profiles.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Associate Computer Applications Specialist assists Computer Applications Specialists by

performing the less difficult and complex work in formulating concepts for and developing new and modified computer applications to meet customer requirements.

A Computer Applications Specialist serves as a consultant in the field of computerized systems, formulates information system concepts, recommends long-range developmental plans, prepares technical specifications, analyzes hardware and software requirements, and assists customers in the implementation of the system.

The Computer Applications Support Supervisor supervises, establishes priorities, and coordinates the work of personnel engaged in determining Integrated Financial System customer requirements and in assisting and training the customers in systems modifications and procedures.

SUPERVISION

General direction is received from the Computer Applications Administrator. Technical supervision is received from the appropriate Computer Applications Specialist. Functional supervision may be exercised over the development and implementation of systems by project task forces or teams.

CLASS QUALIFICATIONS

Knowledge of:

Theory and practice of systems and procedures analysis and design
Characteristics and capabilities of data processing technology
Computer operations research and statistical analysis
Computer hardware, including mainframes, peripherals, and terminals
Distributed processing techniques
Mathematical modeling
Various higher-level programming languages
District payroll and time reporting system (Payroll)
District budget system (Budget)
District purchasing system (Purchasing)
Policies, procedures, and Board rules related to the District's personnel system (Personnel)
The District's project accounting systems and other computer applications used for tracking and managing facilities projects (Facilities)

Ability to:

Prepare clear and logical functional requirements and general systems design
Write and orally express difficult and complex concepts clearly and concisely
Manage software development projects
Analyze the needs, problems, and procedures related to functions and design of information systems to meet requirements
Evaluate and adapt new data processing techniques
Prepare long-range and short-range plans and work schedules
Conduct and participate in meetings involving technical subjects

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university preferably with a field of emphasis in business, finance, or related field. Qualifying experience in addition to that required may be substituted for the required education on a year for year basis for up to two years.

Experience:

04-24-02

Three years of professional experience above the entry level with responsibility for analyzing and evaluating information, and writing and presenting recommendations to management. At least two years of the qualifying experience must have been in the respective field (i.e. Payroll, Budget, Facilities, Personnel, or Purchasing). Experience in writing a fourth-generation language (any computer language with English-like commands that do not require traditional input-process-output logic) such as QMF, English, and MAPPER to create customized reports specific to the customer is desirable.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or to change typical duties of a position at any time.