

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Applications Systems Analyst/Programmer – Specialist		Class Code: 001BB1
	FLSA Status: Exempt	Salary Schedule: RDS	Effective Date: 3-19-13
	Summary: Incumbent works in an agency information technology division as a top level technical expert in one or more highly specialized areas of applications systems analysis and programming and typically reports to the Application Systems Analyst and Programming Supervisor, Application Systems Analyst and Programming Manager or higher-level staff.		

Duties:

- Provides technical leadership on complex projects;
- Projects software and hardware requirements for application software;
- Devises or modifies procedures to solve highly complex problems considering computer equipment capacity and limitations, operating time, and form of desired results to obtain maximum computer utilization;
- May act as expert in business or functional area;
- Confers with department management to assist in planning, organizing and controlling activities for highly specialized technical areas;
- Confers with user community to conduct, through research, fact-finding and analysis to formulate and define system requirements, scope and objectives, establish priorities, and monitor progress of complex information systems for highly specialized technical areas;
- Prepares detail project feasibility studies, formulates complete system scope, project cost, time estimates and human resource and IT infrastructure requirements for new and existing computer information systems;
- Prepares detailed specifications from which application software will be written;
- Prepares and conducts system test planning for complex systems;
- Designs, codes, tests, debugs and documents new application software programs and/or makes enhancements to existing application software programs of all levels;
- Executes and monitors that task conforms to shop techniques, standards, policies and procedures;
- May use case tools and/or application development software tools;
- Monitor application software systems to ensure proper execution and performance;
- Provides complete documentation for new or modified information systems and/or application software programs, including operational procedures and manuals;
- Assists, directs, trains, monitors and coordinates the work of less experienced application software developers and/or application systems analyst staff and assists with development of difficult and highly complex programs;
- May function as Team and/or Project lead responsible for completion of project phase;
- Performs related duties as required.

Job Requirements:

- Thorough knowledge of information systems design principles and new systems design techniques;
- Thorough knowledge of policies, standards, procedures, and techniques used for application development;
- Thorough knowledge of application development software tools and application development software languages;
- Thorough knowledge of the most recent advancement of information technology equipment, operation, and capabilities;
- Thorough knowledge of both system and business applications and competent to work at the highest technical level and/or specialized area;

- Ability to perform problem solving and analytical analysis;
- Ability to work independently under general direction;
- Ability to manage multiple application development software projects or existing systems and related priorities;
- Ability to read and understand complicated technical manuals;
- Ability to establish and maintain a cooperative working relationship with others;
- Effectively communicate both orally and in writing.

Difficulty of Work:

Incumbent applies application development techniques and general agency guidelines in developing highly technical and/or specialized computer information systems for a variety of business areas using considerable technical judgment in selecting those techniques and procedures most pertinent. Assignments involve developing new, innovative enhancements to existing highly technical state-of-the-art information systems applying procedures and adopting techniques to meet application software requirements effectively and efficiently. Incumbent works with higher-level management to plan, design and develop information systems that address the goals and objectives set forth. Incumbent is involved in providing critical technology submissions and/or alternatives that affect the project or unit organization's effectiveness. Assignments are carried out conforming to agency policies, standards, procedures and techniques.

Responsibility:

Incumbent works as a highly technical specialist responsible for developing complex computer information systems for a variety of agencies and program areas. Incumbent works with higher-level management to plan project goals and is accountable for the quality of work performed. Work has a direct influence and impact on the agency's ability to successfully administer the business operation on management decisions and has an impact on an individual agency's budget. Completed assignments are reviewed for compliance with policies, standards, procedures and achievement of the desired objectives.

Personal Work Relationships:

Works with agency user community, agency management, and other department staff to define problems, system requirements and establish priorities and monitor progress to develop and maintain information systems. Incumbent works cooperatively with supervisor, manager, and other technical staff, agency personnel and other external business entities necessary for delivering successful information systems.