



IT Analyst

Class Code:
ANALIT

Bargaining Unit: Rochester Professional Employees
Association



POSITION SUMMARY:

Department: Finance / Information Systems

Union: RPEA - Rochester Professional Employees Associatio

Nature of Work

This position is responsible for developing, implementing and maintaining applications for various City departments. Responsibilities include working with City departments to design, build, implement and deploy applications via available development tools, utilizing MS SQL server, and/or vendor specific software/hardware. This position also work closely with users to determine needs and expectations, assessing application needs, research and review alternatives to in-house development, designing complex application systems, preparing specifications and implementation schedules, implementing applications and providing maintenance support.

DUTIES AND RESPONSIBILITIES:

The work below is representative of the scope of work performed within this job classification. Individual job duties will vary based on work assignment. (For positions with more than one incumbent)

***Work closely with users to understand needs and expectations.**

- Work effectively with users to ensure that open communications are maintained.
- Provide guidance during the assessment of business process and evaluate support requests for feasibility.
- Provide ongoing status reports to users to ensure that user expectations are being met.

***Research and review alternatives to in-house development.**

- Research vendor provided application availability as part of application needs assessment.
- Review vendor provided applications to understand pros and cons of vendor provided applications versus in-house development.
- Provide recommendations based on research and review of alternatives.

***Design complex application systems.**

- Work with City departments to design, build, implement and deploy applications via available development tools and utilizing SQL server, MS Access and/or vendor specific software/hardware.

- Review how application system additions and changes interact with existing business processes and application systems.
- Provide recommendations that will improve the design and meet user needs and expectations.
- Identify guidelines to be used for preparing specifications and implementation schedules.

***Prepare specifications and implementation schedules.**

- Prepare specifications for presentation and output, workflow, business rules and data management based upon the design guidelines.
- Ensure that specifications meet internal standards and user approval.
- Prepare implementation schedules based upon detail specifications.

***Implement applications.**

- Maintain project management controls to ensure that implementation targets are met.
- Coordinate application implementation with vendors, users and IT staff as needed.
- Configure, code, test and debug applications to specifications.
- Prepare documentation to accurately describe the application and internal process flow.
- Install applications and ensures that they interact properly with existing applications.
- Provide training support to users as required.

***Provide maintenance support.**

- Troubleshoot processing problems and recommend appropriate solutions.
- Enhance applications to conform to changing requirements.

***Understand the current operating environment and work effectively with development tools.**

***Monitor changes in the industry and provide recommendations to improve the performance and utilization of Information System resources.**

Perform other duties as assigned or necessary.

***ESSENTIAL FUNCTIONS**

MINIMUM QUALIFICATIONS:

Education and Experience

An Associate's degree from an accredited Computer Science, Computer Information Systems, Information Technology or closely related field AND two (2) years of full-time employment experience developing and implementing business application systems OR an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Licenses and/or Certifications

Valid driver's license

A background investigation including fingerprinting is required as a condition of employment.

Desirable Qualifications

A Bachelor's degree in Computer Science, Computer Information Systems, Information Technology or closely related field from an accredited four-year college or university

Microsoft Certified Solution Developer (MCSD)

Experience with: MS Visual Studio 2008 or higher, ASP.NET, C#, CSS, HTML, JavaScript, MS SQL programming, IIS Website Configuration, Web Services

ADDITIONAL INFORMATION:
KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: business principles, systems analysis and design, database design and reporting, compatible software application tools, computer hardware and operating systems; compatible network and workstation equipment and operating software.

Skill in: SQL Reporting Services, SSIS, Team foundation server source control, entity framework/MVC, LINQ, JQuery, HTML 5, WCF, WPF, Graphic Arts, Object oriented programming and mobile application development; application design, system analysis; and project management.

Ability to: analyze business processes and application system problems and develop satisfactory solutions; develop multi-tiered applications; work collaboratively with others, communicate effectively and maintain effective working relationships; create and maintain appropriate documentation; provide excellent organizational, interpersonal, customer service, and written/verbal communication skills.

PHYSICAL AND ENVIRONMENTAL CRITERIA

In compliance with the Americans with Disabilities Act, the following represents the physical and environmental demands for this position. The employee must be able to perform the essential functions with or without accommodation.

In consideration of the overall amount of physical effort required to perform this position, the work is best described as *Sedentary Work*: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Physical demands that may be required continuously (2/3 or more of the time), frequently (1/3 to 2/3 of the time), and occasionally (up to 1/3 of the time) are noted below:

Continuous demands: sitting, fine dexterity,

Frequent demands: standing, walking, reaching, handling,

Occasional demands: lifting, carrying, pushing/pulling, kneeling, crouching, crawling, bending, twisting, climbing, balancing.

Sensory requirements necessary in the performance of the essential functions of this position include: sight, hearing, and touch.

Environmental conditions that may exist in the performance of the essential functions of this job include:

NONE (not substantially exposed to environmental conditions)

IT ANALYST
FINANCE DEPARTMENT
INFORMATION SYSTEMS DIVISION
REVISED:

SEPTEMBER 2002
SEPTEMBER 2004
JANUARY 2005
MARCH 2006
SEPTEMBER 2009
MARCH 2011
JULY 2013