

APPLICATION ANALYST

DEFINITION

This is technical computer operations and programming work, which involves multimedia applications, and data modeling tools. It involves providing technical leadership in developing service applications and analyzing requirements as they pertain to the related systems.

An employee in this class uses Windows development tools to build applications. He/She provides written design documents, tests, plans and results. Plays a direct role in programming, maintenance, technical support, documentation and administration of the applications. Supervision is received from a higher-level officer.

DUTIES (NOT ALL INCLUSIVE)

Assists in systems analyses and application development planning.

Queries, modifies and maintains mission critical database application using Structured Query Language.

Analyzes problems presented with data, verifies problems by preparing test data for trial run, recommends solutions where errors were found, evaluates and modifies existing problems for changes in database.

Trains clients and students on a wide variety of software applications.

Guides and assists the department in developing and upgrading a stand alone system to fully automated network application.

Troubleshoots network usage and computer peripheral by isolating and diagnosing common network problems.

Establishes and communicates standards to manage cost and ensures continuity of applications.

Works with outside vendors in developing tests to ensure feature functionality.

Manages, develops, integrates and implements related applications components including front-end development, server side development and database integration.

Performs other related work as required.

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FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of networking connectivity and communication system.

Knowledge of at least two (2) high level programming languages.

Knowledge of file designs and computer related control procedures.

Skill in modifying existing systems and ability to formulate programming specifications for new systems and special projects.

Ability to write data processing standards and system documentation.

Ability to resolve different technical software errors by analysis of system dumps and malfunction listing in the absence of established guidelines and procedures.

Ability to communicate effectively with end users and technical support staff.

FACTOR 2 - SUPERVISORY CONTROLS

Work is assigned by the supervisor of the section. Employee is expected to exercise on-going initiative and ensures that federal data is being processed. In addition, the employee collaborates with various programs and federal personnel as authorized by the supervisor of the section.

FACTOR 3 - GUIDELINES

Guidelines are contained in the federal register, departmental manual protocol and local program data reporting procedures. Other guidelines are set by the department and the Virgin Islands Code.

FACTOR 4 - COMPLEXITY

This is complex data reporting work, which requires saturation in the guidelines and data validation protocol. Data entry, programming, testing and validation are part of the continuum of complexity.

FACTOR 5 - SCOPE AND EFFECT

This position is to provide data on program participants to the federal government via the specific program reporting system. This is a critical position with the potential to impact the territory's performance and funding.

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FACTOR 6 - PERSONAL CONTACTS

The employee is required to make telephone, fax, e-mail, File Transfer Protocol (FTP) and other web contacts with designated federal personnel. The employee also attends meetings.

FACTOR 7 - PURPOSE OF CONTACTS

The contacts are for data testing, transmission validation, troubleshooting and conferencing.

FACTOR 8 - PHYSICAL DEMANDS

Work is mostly sedentary and requires a high degree of visual concentration and dexterity of the hands and fingers.

FACTOR 9 - WORK ENVIRONMENT

The work is carried out in an office setting, with appropriate lighting, air condition and desk.

MINIMUM QUALIFICATIONS

BA degree in computer science, systems engineering or related field.

OR

AA degree in computer science, system engineering and two (2) years of application development experience.

DATE: _____

APPROVED: _____
DIRECTOR