

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Applications Specialist III	CLASSIFICATION:	Classified Non-Management (SEIU/Professional)
SERIES:	Applications Specialist	FLSA:	Non-Exempt
JOB CLASS CODE:	9583	WORK YEAR:	12 Months
DEPARTMENT:	Technology Services <u>or</u> Assessment, Research, and Evaluation	SALARY:	Range 72 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	10-06-97
		HR REVISION:	03-23-12

BASIC FUNCTION:

Perform expert technical duties and support in connection with the analysis, development, installation, implementation, procurement, or support of district information systems that provide information for district sites, departments, students, staff, or community.

DISTINGUISHING CHARACTERISTICS:

The Applications Specialist III is the most knowledgeable and the most capable of any of the application specialists, and performs all of the duties of an entry-level Applications Specialist I and II in addition to the duties listed below. The Applications Specialist III has a scope of knowledge and capability of applications and their environment in their entirety. When an Applications Specialist III functions in a team lead or project leader capacity, the Applications Specialist III will provide technical guidance to other Application Specialists.

Classes in this series are used to perform a variety of analytical activities in support of information processing systems. Incumbents develop problem solutions using information technology methods; conduct feasibility studies; act as a project manager over information processing projects; work on analysis and support of district information processing systems; develop information processing standards and procedures.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Act as a project leader on the most complex information processing systems, system problems, studies, and development. **E**

Act as a technical application resource to sites and departments who want to streamline and improve their internal information processes. In a lead capacity with other Applications Specialists, evaluate site or department ideas, suggest improvements, and participate in their development and implementation. Function as a trouble-shooter, when needed, to identify and remedy application system deficiencies. **E**

Has additional knowledge of related areas, such as the relationship of other district information systems; remain fluent in the use of software and hardware tools for particular tasks related to the application. **E**

Perform rigorous testing and other quality control measures to ensure the integrity of the data and the proper functionality of applications; may provide data to outside agencies. **E**

Develop procedures or processes that others can execute; make technical trade-off recommendations that consider software, logistical, and operational factors with cost factors and standardization efforts. **E**

Perform difficult and complex technical duties related to the analysis, development, implementation, testing, and maintenance of assigned applications and databases; make modifications to database software as necessary; ensure application system quality through compliance with various district, state, and federal technical standards and/or requirements. **E**

Maintain technical expertise in the application software that supports a district mission-critical area, as well as a broad general knowledge of the functional area itself; provide technical guidance to other Applications Specialists. **E**

Develop and maintain user-specific applications using a wide variety of software. **E**

Perform tasks that will improve the efficiency and effectiveness of people who will use the application system. Identify areas that may benefit from improvement, perform an analysis to develop improvement strategies, and then implement those strategies in a team environment; evaluate site or department ideas, suggest improvements, and participate in their implementation. **E**

Maintain additional knowledge of related areas, such as the impact of network performance on the application, the best software or hardware tools for particular tasks, where to get additional support or assistance, and the impact of human factors on software systems. **E**

Promote teamwork by sharing knowledge, providing cross-training for other employees, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and the department; may operate a vehicle to conduct work; lift light objects. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Recent progressively responsible experience in information systems support, end-user support, cross-functional teams, and training duties. Experience must include an understanding of the functional area process and information system flow, the majority of the tools and utilities used, and an understanding of the environmental constraints and impacts.

Any combination equivalent to: bachelor's degree with an emphasis in information systems or computer science (computer operation, system design, programming, or network operations), and six years experience in applications development and support. At least two years of current duties must be at the Applications Specialist II or equivalent level. Experience as a liaison to an application system developer/vendor is essential. A proven record of accomplishment in successful application management and improvement is essential. Project manager experience is mandatory.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California driver's license and provide proof of insurance. Must be available for mandatory overtime during critical times. Alternative work schedules and/or telecommuting may be mandatory to prevent end-user interference.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Problem solving skills.

Information systems that support a given functional area.

Methodologies for managing technical change on a proactive basis.

Applications, analysis, and development.

Principles and practices of providing work direction and guidance to others.

Operation of a computer and related software.

Oral and written communication skills.
Technical aspects of field of specialty.
Record-keeping techniques.
Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.
Use commonly available office automation tools.
Perform responsible analysis without supervision.
Effectively work with program managers, site personnel, consultants, and vendors.
Develop and maintain applications.
Must be available for mandatory overtime during critical times.
Must be able to work in a manner and at a time so as not to interfere with customer productivity.
Alternative work schedules and/or telecommuting may be mandatory to prevent end-user interference.
Operate a computer and related software.
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
Lift light objects according to safety regulations.
Work effectively with constant interruptions.
Provide work direction and guidance to others.
Work independently on complex assignments.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; may drive a vehicle to conduct work; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects; physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date