Job Description

PimaCommunityCollege

Position Title: Analyst 4, Information Technology –
Systems Analysis

Job Group: Information Technology   Job Level Group: Manager/Supervisor/Lead

FLSA Status: Exempt

Position Summary:

> Provides technical leadership and supervision to the software development team. Oversees development of complex system solutions and advanced custom software design. Manages numerous projects, focusing on highly complex system design, development, implementation, and maintenance. Architects major software environments. Develops detailed design documents and directs the development of technical data collection.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Manages the design, development, implementation, maintenance, and support of systems projects across all components of the project life cycle.

2. Defines resource requirements, plans projects, creates technical and functional documentation, and conducts impact analysis.

3. Directs and supervises the development of the technical data collection and the preparation of a variety of complex processes impacting students, employees, and programs. Provides analysis and recommendations to drive data driven decision-making.

4. Supervises software developers in the Information Technology (IT) Enterprise Systems department. Assigns, monitors, and evaluates the work of software analysts.

5. Manages a large number of projects within scope and schedule and architects major software environments.

6. Assists the Information Technology Enterprise Systems Director in the development and implementation of plans and goals for the software development team.

7. Implements change, management strategies and provides recommendations for user adoption and transition strategies. Develops detailed design documents for in-house developed solutions.

8. Ensures team stays current with the emerging technology training.

9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of computer and network operating systems

2. Skill in current and applicable computer programming languages relative to the assignment

3. Skill in current and applicable hardware, software, and peripheral equipment

4. Skill in problem solving

5. Skill in coordinating and monitoring the work of others

6. Skill in effective communication (both written and oral)

7. Skill in project management principles, processes, and techniques

8. Ability to adapt to a rapidly changing technical environment

Supervision:

- Provides lead work, advises and/or guides students. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews. Has responsibility for making decisions on hiring, termination and pay adjustments. Guides work of others who perform essentially the same work. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews. Does not have responsibility for termination or making pay decisions.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Vocational or technical training/Certification in Information Technology or a closely related field of study required.

- Bachelor's degree in related field required

- Three (3) to Five (5) years of related experience required.

- Five plus (5+) years of related experience preferred.

- One (1) to Three (3) years of supervisory experience required.

  OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.

- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

- **Vision:** Ability to see in the normal visual range with or without correction.

- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required