

University of Virginia

Job Summary

Job Code:	Job Title:	Applications Systems Analyst/ Programmer I
UVA Survey Code:	UVA Survey Code Title:	
Pay Band:	Career Path:	Systems Engineering, Design & Development
FLSA Status:	Management or Individual Contributor:	Individual Contributor

Position Summary: Describe below the primary purpose and function of this job

Assists with the formulation and definition of system scope and objectives based on client needs. Implements new or modified procedures to solve problems considering computer equipment capacity and limitations, operating time, and form of desired results. Responsible for program design, coding, testing, debugging, and documentation.

Key Roles & Responsibilities: List up to 6 key roles and responsibilities of this job.

1. Implement new or modified procedures to solve problems considering computer equipment capacity and limitations, operating time, and form of desired results.
2. Prepare detailed specifications from which programs will be written.
3. Responsible for program design, coding, testing, debugging, and documentation.
4. May have quality assurance review responsibility.
5. May provide work guidance to more junior staff members.
- 6.

Expertise: Describe the requirement for knowledge and expertise about the subject area as well as how various parts of the University work together to achieve objectives. Explain the degree of understanding required of the industry and university environment.

Incumbent is required to have a basic understanding of his/her discipline including all required certifications as well as a basic understanding of the business environment of a large university system. Incumbent is expected to maintain currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.

Incumbent should have basic knowledge of applications systems analysis and programming; computer security procedures and protocols; current technological developments/trends in area of expertise; relevant client operating systems, applications, and equipment; and computer flow charts, programming logic and codes. Incumbent must also have the ability to determine computer problems and coordinate hardware and/or software solutions; plan, implement, test, and troubleshoot system software; install, test, and maintain operating software and hardware; document work in progress and write technical instructions; and investigate and analyze information and draw conclusions.

Problem Solving: Describe the nature and complexity of the problems this position encounters on a recurring basis. Include information regarding the level of innovation required, if any, and include mention of environmental factors that may add to the complexity of resolving issues.

Incumbent will address routine problems and will use judgment in selecting among authorized procedures. Incumbent seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise.

University of Virginia Job Summary

Nature & Area of Impact: To what degree does this job affect the University (i.e., through interactions with faculty or students, making decisions, defining or setting strategy, etc.)? What is the breadth of the impact that this job has, either positive or negative (i.e., affects own team, department, function, business unit, entire university, etc.)?

Impact is typically limited to the team/department for which the incumbent works. Daily work quality can affect the productivity of students, faculty and/or staff.

Interactions / Interpersonal Skills: Describe the nature and level of interactions this job has with others, both internally and externally. Explain any specific interpersonal skills necessary to successfully perform this role (i.e., negotiation skills, represents business at external events or to governmental bodies, etc.).

Interactions are typically with fellow team members, but the incumbent may have interactions with assigned student, faculty, or staff clients. Incumbent should possess good verbal and written communication skills to convey technical guidance and information to users and to provide excellent customer service.

Distinguishing Characteristics

This is the entry-level job for the discipline.

- **Skills:** Level 1 incumbents are developing skills but possess a basic knowledge of the discipline from his/her education and/or training and a basic understanding of the University and its business environment.
- **Level of Work:** Level 1 work is generally routine in nature, with assignments provided at a task level, typically on a daily or short-term basis.
- **Supervision:** Level 1 incumbents work under immediate supervision, have minimal latitude for unreviewed actions/decisions. Level 1 incumbents have no supervisory responsibilities.
- **Interactions:** Level 1 incumbents typically have limited interactions with those outside his/her own team.
- **Focus:** Level 1 incumbents focus primarily on his/her own work quality and accuracy.

Job Requirements And Qualifications: Indicate the minimum and preferred education and experience for this job and any licenses and certifications required.

Minimum Education:	Bachelor's degree or equivalent experience in Computer Science, MIS, Computer Engineering or related discipline.	Preferred Education:	Bachelor's degree in Computer Science, MIS, Computer Engineering or related discipline.
Minimum Experience:	<1 year	Preferred Experience:	1-3 years

Required Licenses/Certifications: