



## Job Classification Description

### **Senior Systems Analyst NON-BARGAINING UNIT**

**Grade 15**

#### **Basic Function:**

Solve college/system problems and apply computer technology to meet the needs of the Vermont State Colleges. Help the colleges to realize the maximum benefit from the investment in the Student Information System, Colleague and other systems. Plan, develop and devise ways to apply existing system resources to additional operations. Design new systems, add new software applications to harness more of the computer's power.

Work closely with Systems Analysts and Director of Administrative Information Systems to devise best practices for programming, quality assurance, application rollout and application support.

#### **Characteristic Duties and Responsibilities:**

- Serve as the key liaison between the colleges, functional teams and Office of the Chancellor IT for critical support issues and problems.
- Chair the peer review process for the entire project development lifecycle including definition, design, programming, quality assurance testing and implementation. Encourage an environment in which participants are willing to provide and receive constructive feedback regarding work of self and others.
- Effectively use programming tools such as Query Builder, SAFARI, Envision, UniBasic and Uniquery to develop solutions to college and system problems.
- Develop statements of work, system documentation and quality assurance processes to meet college and system needs.
- Code, test, debug and document computer processes to meet project plans.
- Support one or more applications and/or functional modules. Quickly assess problems, devise solutions and implement changes while maintaining close contact with functional areas.
- Maintain and grow knowledge, skills and abilities regarding assigned applications, functional modules and necessary technical skills.
- Work closely with others throughout all functional areas and all colleges to implement, maintain and support solutions that have a high degree of quality and meet college and system needs.

- Communicate effectively with vendor support organizations, consultants and others in the course of supporting and developing applications.

**Supervision Exercised:**  
None.

**Supervision Received:**  
Supervision is received from the Director of Administrative Information Systems.

**Minimum Qualifications:**  
Bachelor's Degree in Computer Science, Management Information Systems, Math, Engineering or related degree. Five or more years of experience with highly complex and integrated enterprise resource planning systems such as Colleague, PeopleSoft or SCT as a programmer analyst, systems analyst, project leader, systems administrator or other technical resources. Strong relational database management experience.

Additional qualifications include:

- Strong desire to deliver quality products that work correctly each and every time
- Ability to communicate effectively with all levels of the college and system organization both inside and outside of IT
- Willingness to negotiate with peers to implement best practices.
- Excellent analytical, planning, organization and administrative skills.
- Experience and success in a team environment leading through example and influence
- Project management experience
- UniBasic, Envision Toolkit, Unidata experience preferred but not necessary

**This general outline illustrates the type of work, which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**