VSC
VERMONT STATE COLLEGES

Job Classification Description

Systems Analyst/OC   **Grade 12**
NON-BARGAINING UNIT

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 college staff to provide support for the applications.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES
- 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.
- Serve on the peer review board throughout the project development
  lifecycle including definition, design, programming, quality assurance
  testing and implementation. Be willing to provide and receive
  constructive feedback regarding the work of self and others.
- Participate fully in the development and implementation of best practices
  in programming, project management and systems implementation.
- 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.

Systems Analyst
May 18, 2004

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. Two or more years of experience with highly complex and integrated enterprise resource planning systems such as Colleague, PeopleSoft or SCT as a programmer, programmer analyst, systems administrator or other technical resources. Strong relational database management experience.

- Strong desire to deliver quality products that work correctly each and every time
- Excellent analytical skills, good planning, organization and administrative skills.
- Experience and success in a team environment.
- Excellent communication skills.
- Willingness to both share and receive knowledge and skills with others
- Ability to deal effectively with a wide range of end users, in person, over the phone and via e-mail.
- UniBasic, Envision Toolkit and 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.

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