HARRISBURG AREA COMMUNITY COLLEGE
CLASSIFICATION DESCRIPTION

CLASSIFICATION DESCRIPTION TITLE: IT SYSTEMS ANALYST

---

<table>
<thead>
<tr>
<th>FLSA STATUS:</th>
<th>Exempt</th>
</tr>
</thead>
</table>

**CLASSIFICATION SUMMARY:** Responsible for performing intermediate technical analysis and support in one or more specialized areas of the business enterprise technology system. Incumbents at this level develop and test custom software and methodologies for effective integration with organization wide operations and formulate actions to respond to errors. Duties may also include training users in software use.

**TYPICAL CLASSIFICATION ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

| 1. | **Illustrative only – not inclusive of every task assigned to a position.**
|    | Analyzes and designs administrative systems and custom software and methodology for various applications; evaluates, researches, and defines system requirements. |
| 2. | Designs, creates, and modifies reports and extracts for assigned areas. |
| 3. | Solves complex technical problems resulting from software defects and user errors. |
| 4. | Supports various projects in technical role to recommend and manage associated hardware and software changes and needs. |
| 5. | Researches, coordinates and implements software upgrades to ensure system compatibility and test results. |
| 6. | Creates and maintains documentation and support logs. |
| 7. | Coordinates testing and implementation of defect fixes applied to a system in assigned area. |
| 8. | Performs other duties as assigned. |
CLASSIFICATION DESCRIPTION TITLE: IT SYSTEMS ANALYST

**Training and Experience** (positions in this class typically require):
Bachelor's Degree and three years experience in database or systems administration, programming, computer operating systems, or a related field; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class typically require):
- None Required.

**Knowledge** (position requirements at entry):
- Knowledge of:
  - Computer language and programming concepts;
  - Network server configuration and operation principles;
  - Computer hardware configuration and components;
  - Various software applications;
  - Leadership and organization principles.

**Skills** (position requirements at entry):
- Skill in:
  - Installing, configuring and using a variety of software and network applications;
  - Prioritizing and assigning work;
  - Exercising judgment and discretion;
  - Recognizing problems, identifying alternative solutions, and making appropriate recommendations;
  - Maintaining and operating various networks;
  - Organizing work and performing multiple tasks;
  - Working independently;
  - Operating a computer and related software applications;
  - Following oral and written instructions, policies, and procedures;
  - Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Physical Requirements**:
Positions in this class typically require: fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
### Classification Description Title: IT Systems Analyst

**NOTE:**
The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

### Classification History:
Date created: (08/08/2007)

<table>
<thead>
<tr>
<th>Signature of Employee</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Supervisor</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>