Applications Analyst

Job Title:	Applications Analyst	Company Job Code:	....
FLSA Status:	....	Division/Department	....
EEO Code:	....	Reports to:	Manager
Salary Grade/Band:	....	Last Revision Date:	....

SUMMARY

Develop, install, maintain, and modify advanced scientific and/or engineering application programs, business application programs, or integrated programs. Identify and analyze user requirements and recommend appropriate applications or modifications.

PRIMARY RESPONSIBILITIES

1. Investigate user problems and needs, identify their source, and determine possible solutions.
2. Analyze user project proposals to include identifying potential problem areas and recommend optimum approaches for project path.
3. Participate in the development, implementation, installation, and testing of applications software.
4. Contribute through code/algorithm development and other means, for the development of tools and interfaces between application programs and for the development of debugging programs.
5. Provide system level support for computer software and classroom computer equipment used to conduct workshops.
6. Participate in the development of training materials and assist in conducting training and workshops in parallel processing and use of large computer systems.
7. Investigate, recommend and install new applications.
8. Maintain confidentiality with regard to the information being processed, stored or accessed by the network.
9. Document programming problems and resolutions for future reference.
10. Assist personnel of other departments as a computer resource.
11. Other duties as assigned.

ADDITIONAL RESPONSIBILITIES

1. Provide technical support and representation at trade shows, conferences, and similar events.
2. Provide on-the-job training to new department staff members.
3. Provide computer orientation to new company staff.

KNOWLEDGE AND SKILL REQUIREMENTS

1. Basic reading, writing, and arithmetic skills required. This is normally acquired through a high school diploma or equivalent.
2. Knowledge of company supported applications and systems. Ability to evaluate and interpret end user information requirements, and to develop appropriate systems and/or applications solutions. Knowledge of computer/computational science, data analysis, and programming technologies, concepts, and techniques. Ability to develop, implement, install, test, and troubleshoot complex applications software. Ability to record, track, correspond, and document resolution of user problems by means of problem reporting database software. Ability to develop technical documentation for training, software/hardware use, user procedures, and as-required project deliverables. Ability to learn and support new applications and systems. Work with users requires interpersonal skills. This is normally acquired through a combination of a Bachelor's Degree and three to five years of programming experience.
3. Responsibilities may require evening and weekend work in response to needs of the systems being supported.

WORKING CONDITIONS

Working conditions are normal for an office environment. Work requires extensive work using a computer. Responsibilities may require evening and weekend work in response to needs of the systems being supported.