

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 5:46:05 PM
Official Title:	Information Systems Specialist Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 5
Scheduled Hours	
Job Code:	323273
Job Family:	Informations Systems/Techn

JOB SUMMARY

The Information Systems Specialist performs information technology work in support of a department or institution such as analyzing, researching, and making recommendations regarding information network systems.

NATURE OF WORK

The Information Systems Specialist is a professional position that serves as department or unit support for application development, relational database design and maintenance, network administration, and design and maintenance of a web page or site. Job responsibilities primarily deal with issues related to a unit's hardware/software support or data management. The Information Systems Specialist sets own goals and determines how to accomplish defined results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction. Work involves extensive and consequential support, development, or recommendation of major objectives, policies, programs, or practices. Problems faced in this position are highly varied, complex, and often non-recurring, which may require novel and creative approaches to resolution. Decisions have significant and broad implications for the management and operations of a division/entire organization, and may contribute to decisions on the overall strategy and direction of the department or unit.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Designs and implements structure of data tables fields and records to optimally store and access data.

Designs data extraction methods, protocols, schedules, and fully documents these procedures.

Provides, prepares and troubleshoots data analysis for university leadership to comply with and inform on areas such as financial reporting and collective bargaining processes. Maintains and updates systems, processes and procedures

Designs and deploys interactive on-line data tools that allow external users to run their own basic tables and analyses while maintaining security and confidentiality of the data. Tracks, coordinates and provides support for administration of university-wide surveys including serving as the point of contact for external survey consultants.

Provides subject matter expertise to internal and external stakeholders requesting data extraction and reporting.

Performs other job related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Bachelor's degree	Information systems or a related field	X		

Additional Experience

Check here if experience may substitute for some of the above education and describe how.

X

Work Experience				
<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
2 year +	Related experience	X		

