

MEETING DATE 9/26/05

AGENDA ITEM Approval of the revised Classification Specification for Systems Application Specialist

<u>ATTACHMENTS</u>	<u>PAGE</u>
1 Revised Classification Specification for Systems Application Specialist	1-3

City of Culver City

February 2001

Revised July 2002

Revised April 2005

Title **SYSTEMS APPLICATION SPECIALIST ENTERPRISE BUSINESS ANALYST****Definition**

Occupants of this classification are in the unclassified service. The position assigned to this classification is responsible for ensuring the day-to-day accuracy and integrity of the information produced by the City's automated financial systems. The positions assigned to this unclassified classification provide project analysis and management for information systems projects, either developing software applications or implementing purchased software products. Responsibilities include overall project management and ensuring project completion within budget on scheduled time frames.

Distinguishing Characteristics

This classification differs from classifications in the professional Accountant series and classifications in information technology where the focus is in their respective areas of expertise. This classification combines a high level of accounting, analytical and computer knowledge and skills for the effective delivery of financial services.

Supervision Received and Exercised

The position assigned to this classification reports to the Information Technology Director and/or the Director's management designee. This position reports to the Systems Development Manager. This position has overall responsibility for the completion of a project and is responsible for coordinating the work of staff or consultants for the duration of a project.

Essential Job Duties

The following tasks are essential for this position. The position may not perform all of these tasks, and/or may perform similar related tasks not listed here.

1. Utilizing JDEdwards (JDE) Financials, develops business application plans and reviews existing and proposed applications. Analyzes organizational procedures and recommends streamlined modifications resulting in effective business process reengineering.
2. 5- Trains and assists staff on use of supported software applications. Assists professional staff in the use, maintenance, troubleshooting and development of reports involving JDE Financials including those related to purchasing, accounting, accounts payable, accounts receivable, payroll, human resources, budget, and other applications using the City's financial system and other city-wide software applications.
3. 2- Provides analysis for integration of various applications, and for extracting primary application data to desktop tools including Excel and Access. Researches and recommends enhancements for integration of various applications and for extracting primary application data for end-user access and analysis.
4. Stays up to date on the essential knowledge and practices by receiving appropriate training.
4. Interfaces with the user community in the analysis and definition of information systems projects. Performs analysis to define project requirements. Evaluates project requirements to determine the scope of a project.
5. Recommends resources, develops project schedules, conducts status meetings and communicates status for every aspect of the project.

6. Chairs status meetings and ensures adequate communications for all involved in the project. Provides and distributes regular status reports.
7. Monitors projects and determines if schedule is being met. Informs management of any schedule problems. Recommends solutions to resolve schedule problems and conflicts.
8. Troubleshoots problems with supported computer software applications, and recommends and implements solutions.
9. Performs other duties as assigned.

Minimum Knowledge, Skill and Ability

Knowledge of

- Automated client-server financial systems
- Enterprise Resource Planning (ERP) systems financial operations
- Accounting and business principles and practices Principles of business process reengineering
- Computer applications such as Word, Excel and Access Current software technologies and standards
- Project management techniques
- Status reporting software tools
- System development life cycle and software testing methodologies
- Functional local government business processes

Skill and Ability to

- Provide customer service
- Effectively analyze business operations and processes
- Establish and maintain effective working relationships with the public, co-workers, other departments, subordinates and supervisors
- Provide project management for a software development project
- Develop project schedules and track the status of tasks
- Make presentations and provide training Provide status reporting and communications
- Troubleshoot computer problems and make effective recommendations
- Conduct analyses Perform systems analysis and some programming
- Prepare clear and concise written reports Write and communicate effectively
- Maintain accuracy in completing financial and other reports
- Read, write, communicate and comprehend directions in English
- Make independent judgments and decisions based on standard policy or procedure
- Foster a teamwork environment

Training and Experience

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be a Bachelor's Degree in Computer Information Systems (CIS), Accounting, Public or Business Administration, Economics, or a related field, and two years experience in the analysis, development and implementation of software systems including but not limited to automated financial business applications. Experience with JDE Financials Enterprise Resources Planning (ERP) systems is highly desired but not required.

Physical Requirements and Working Conditions

- Require vision (which may be corrected) to read small print
 - ~~Require the mobility to stand, stoop, reach and bend~~
 - Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
~~Lower body mobility may not be required~~
 - ~~Require the ability to stand for long periods~~
 - ~~Require the ability to walk long distances~~
 - ~~Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds~~
- Is subject to office environmental conditions