



Job Specification

Job Title: Information Systems Specialist, Associate
BCAT Code: 603X BN
Pay Grade: G12

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Provides entry-level expertise in supporting, training, documenting, and writing applications for routine reports generated for a central or localized administrative system, using different media.

Examples of Duties

- Evaluates end-user requests for new or modified computer reports.
- Provides support for integrated relational database applications.
- Assists in converting project specifications into logical computer codes or processes.
- Performs routine data analysis and data reporting with various programming tools (crystal, SQL/PL SQL).
- Assists in preparing flow charts and diagrams used in routine reports.
- Helps managers to effectively utilize data from reports.
- Reviews, updates, and edits, reports and data extracts.
- Performs other entry-level information system specialist duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of data processing and reporting principles and practices.
- Knowledge of integrated information systems and event driven programming.
- Ability to multi-task and use independent judgment.
- Knowledge of Windows 2000 & XP, Banner, Spectrum, and an understanding of client/server computing, programming languages (COBOL, C, C++, Visual Basic, Pearle, Java, relational databases (Oracle), crystal, SQL/PL SQL, LANs, etc).
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

Minimum GSU Hiring Standards

Bachelor's degree and one year of related experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.