Job Title: Information Systems Specialist, Associate

BCAT Code: 09VE04
Pay Grade: G12  FLSA Status: Non-Exempt

Effective Date: April 1, 2007
Revision Date: July 1, 2013

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

Minimum GSU Hiring Standards
Bachelor’s degree and one year of related experience; or a combination of education and related 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.

Office of Human Resources  Classification Section