Georgia State University

Job Specification

Job Title: Information Systems Specialist, Intermediate

BCAT Code: 09VN04  Effective Date: April 1, 2007
Pay Grade: G14  FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Supports, trains, documents, and writes applications at a technical professional level for routine to complex reports, which are generated for a central or localized administrative system by using different media.

Examples of Duties
- Evaluates end-user requests for new or modified computer reports.
- Provides support for integrated relational database applications.
- Converts project specifications into logical computer codes or processes to databases.
- Performs routine to complex data analysis and data reporting with various programming tools, such as crystal, Structured Query Language (SQL)/Procedural Language Structured Query Language (PL SQL).
- Prepares flow charts and diagrams used in routine to complex reports.
- Helps managers to effectively utilize data from reports.
- Reviews, updates, and edits reports and data extracts.
- Tests, documents, and performs quality assurance on generated reports.
- Performs other professional level Information System Specialist duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of Windows 2000 & XP, Banner, Spectrum, and an understanding of client/server computing, programming languages, such as COBOL, C, C++, Visual Basic, Pearl, 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 two years 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