General Description
Supports, trains, documents, and writes applications at an advanced level of expertise for complex reports 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 or processes.
- Provides support for large scale integrated relational database applications.
- Converts project specifications into logical computer codes or processes to databases.
- Performs 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 and implements flow charts and diagrams used in complex reports.
- Helps and advises managers in the effective utilization of data from reports.
- Reviews, analyzes, updates, and edits reports and data extracts.
- Tests, documents, and performs quality assurance on generated reports.
- Performs other advanced 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, Pearle, 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, supervise, and use independent judgment.

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