



## **APPLICATION AND DATA WAREHOUSE ANALYST:**

The Application and Data Warehouse Analyst develops, implements, and maintains computer programs and database-driven applications while managing system analysis, data integrity, and IT support. This role includes server administration, troubleshooting, backup management, and user training.

### **Duties/Responsibilities:**

#### **Systems Development and Programming:**

- Perform systems analysis, design, and implementation of new computer programs.
- Execute changes, modifications, or enhancements to existing programs and perform the related analysis.
- Work with end users to develop new applications or modify existing ones, including the design and programming of end-user reports.
- Code, test, and debug programs utilizing programming languages such as COBOL, FORTRAN, SQL, SAS, ASP.NET, HTML, CSS, JavaScript, jQuery, Dreamweaver, and ColdFusion.
- Develop database-driven web applications.

#### **Project Management and Documentation:**

- Provide project management pertaining to the development of new systems and the enhancement of current systems.
- Create and maintain documentation to support computer programs and procedures.

#### **System Administration and Maintenance:**

- Use the Linux system to execute job procedures.
- Configure and troubleshoot the Linux system, streamline processes, maintain the file system, and ensure data integrity.
- Maintain and administer Exchange, Active Directory, web, and other servers.
- Develop strategy and procedures for systems backup and recovery; maintain the scripts that perform them.
- Operate in-house computer hardware.
- Install and maintain hardware and software on desktops to provide required Internet and Intranet services, including, but not limited to, browsers, e-mail, and scheduling applications.

#### **Data Management and Reporting:**

- Manage data collection from outside sources and assist staff with in-house reports.
- Provide training and assistance to ICCB staff in the use of in-house data manipulation procedures on PCs, including hardware and software training and system analysis functions using PC software packages.

#### **IT Support and Training:**



- Provide IT training and assistance to new IT staff.
- Serve as a help desk to agency staff and outside entities.
- Set up video conferencing equipment and troubleshoot as necessary.

#### **Other Responsibilities:**

- Perform other duties as assigned.

#### **Minimum Qualifications:**

- High school diploma or equivalent.
- Any one or any combination totaling two (2) years (24 months) from the following categories:
  - College coursework which includes Information Technology (IT), IT Management, Programming, IT systems, or a closely related discipline, as measured by the following conversion table or its proportional equivalent:
    - 30 semester hours equals one (1) year (12 months)
    - Associate's degree (60 semester hours) equals eighteen months (18 months)
    - 90 semester hours equals two (2) years (24 months)
    - Bachelor's degree (120 semester hours) equals three (3) years (36 months)
  - Work experience in IT-related functions, such as hardware/software support, programming, network design, network engineering, IT systems integration, or closely related field.

#### **Additional Desirable Qualifications:**

- Bachelor's degree in a field related to computer science, information systems, data processing systems or management sciences.
- Knowledge of data processing practices, methods, principles, and techniques relative to the application and operation of a computer complex.
- Ability to plan, schedule, and coordinate chronological operations and to reason logically regarding operational aspects of data processing applications and functions of a computer complex.
- Ability to understand, develop, communicate, and express ideas.
- Ability to express or translate technical machine functions of data processing systems operations into non-technical terms and vice versa.
- Specialized training in systems analysis and computer programming.
- Experience with, or adequate knowledge of, the Illinois Community College System.
- Ability to work/interact with users.