



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## INFORMATION TECHNOLOGY ENTERPRISE APPLICATION ANALYST I

<b>Group-Section:</b> Business Technology Group	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Salary Grade:</b> 37 <b>Job #:</b> YA38
--	--	---

### JOB SUMMARY

This is the entry level position performing Information Technology Enterprise Application Analyst I job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level learn to use professional concepts to resolve problems of limited scope and complexity; work on assignments that are routine in nature, requiring limited judgment and decision making. Guidelines covering the assignment are provided; work is in adherence to the guidelines. The work consists of tasks that are clear-cut and directly related and is in conformance with established criteria.

### OVERSIGHT

**Supervision Received:** For both one-of-a-kind and repetitive tasks the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the original instructions or guidelines. For all positions, the work is closely controlled. For some positions, the control is through the structured nature of the work itself; for others, it may be controlled by the circumstances in which it is performed. In some situations, the supervisor maintains control through review of the work, which may include checking progress or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

**Supervision Given:** None

### JOB DUTIES

1. Learns and assists with performing technical configurations, customizations, and extending stand-alone applications.
2. Develops and deploys enhancements and reports per design specifications.
3. Assists with providing resolution to tickets affecting a few or a single customer having minimal impact; requires minimal or no action by other groups.
4. Learns and assists with troubleshooting stand-alone applications.
5. Assists with testing patches and system upgrades.
6. May participate on a project team.
7. Performs other related Information Technology Enterprise Application Analyst job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree from an accredited college or university in a related field.

**Required Knowledge of:** Principles, practices, and procedures of Information Technology; operational characteristics, methods and techniques to develop, test and implement applications; principles of relational databases, query and report writing tool concepts; Information Technology methods and procedures, including systems life cycles and applications development; and current office technology and equipment.

**Required Skills and Abilities to:** Learn and assist in responding, diagnosing, and resolving problems; methods to develop, test, and implement system applications; plan and carry out a variety of assignments to meet business objectives under established guidelines with extensive supervision; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

### **CERTIFICATIONS, LICENSES, AND REGISTRATION REQUIREMENTS**

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

#### **Certificates**

- None

#### **Licenses**

- Valid California Class C Driver License that allows you to drive in the course of your employment

#### **Registrations**

- None

### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

**Physical Demands:** The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

**Work Environment:** The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines, or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

Job Title: Information Technology Enterprise Application Analyst I

Job Code: YA38

Adopted: 03/11/13

Revised:

Supercedes:

Page 2

MWD  
*Metropolitan Water District of Southern California*

**Vision Requirements:** No special vision requirements.

Job Title: Information Technology Enterprise Application Analyst I  
Job Code: YA38  
Adopted: 03/11/13  
Revised:  
Supercedes:  
Page 3