



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## INFORMATION TECHNOLOGY ANALYST III

<b>Group-Section:</b> Corporate Resources Group	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> ACE	<b>Salary Grade:</b> 47 <b>Job Code#:</b> YC13
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### JOB SUMMARY

This is the journey level performing Information Technology Analyst III job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and use judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

### OVERSIGHT

**Supervision Received:** Receives direction from the Team, Unit, Section, Assistant Group, or Group Manager.

**Supervision Given:** May act as a lead. May Coordinate and review work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

### JOB DUTIES

1. Oversees assigned projects; monitors project performance and compliance with applicable specifications and standards related to application programming; ensures quality and timeliness of work performed.
2. Performs the more technical and complex tasks of the work unit including providing solutions to user needs through the development and implementation of information system procedures.
3. Oversees computer programming and system support; troubleshoots software application problems; identifies, recommends and implements system improvements, modifications, and upgrades.
4. Develops and implements large or complex computer software applications; designs, configures and tests software; debugs or troubleshoots user software problems.
5. Provides and coordinates user training and support; develops documentation for user manuals.
6. May plan, prioritize, delegate and review the work of assigned project staff; establish schedules and methods for achieving project goals and objectives; review work products, make corrections and coordinate staff training and development efforts as appropriate.

7. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of computer science and information systems.
8. Performs other related job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's degree from an accredited college or university in a related field and four years relevant experience; or two years as a MWD Analyst II level in the related field (effective through June 2015).

**Required Knowledge of:** Principles and practices of computer programming and systems analysis; operational characteristics of various computer systems, applications, and peripheral equipment; principles and practices of system testing, analysis and security administration; principles of data management and integrity; methods and techniques used to develop, test and implement designed user systems; principles of hardware and software configuration; principles of database and network administration; current office procedures.

**Required Skills and Abilities to:** Serve as a project lead on large systems programming and analysis projects; systems analysis and network administration duties; serve as database administrator and perform database modifications; connect, operate and maintain peripheral equipment; design, configure and test system software; troubleshoot hardware and software application problems; respond to requests and inquiries from system user; operate office equipment; communicate clearly and concisely, both verbally and in writing; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups and the public.

#### **Certificates, Licenses and Registrations Requirements:**

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

#### **Desirable Qualifications**

None

### **PHYSICAL DEMANDS/WORK ENVIRONMENT/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 essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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.

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Adopted: 10/27/08

Revised: 01/2010

Supersedes: 10/27/08

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**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.

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

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.