



Provincial Job Description

TITLE:
**(109) Information Technology Senior
Analyst**

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Responsible for the design, installation, implementation, operation, maintenance, and support of all computer based information systems of the department and the region.

QUALIFICATIONS:

- ◆ **Computer Systems Technology diploma**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Advanced knowledge of computers, networks and protocols**
- ◆ **Advanced programming skills**
- ◆ **Advanced program/project management skills**
- ◆ **Communication and interpersonal skills**
- ◆ **Ability to lead and coach others**
- ◆ **Research and organizational skills.**
- ◆ **Analytical and problem solving skills**
- ◆ **Decision making skills**
- ◆ **Valid drivers license, where required by the job**

EXPERIENCE:

- ◆ **Previous: Forty-eight (48) months previous experience in a highly integrated network environment.**

KEY ACTIVITIES:

A. Computer System Support and Maintenance

- ◆ Investigates and resolves problems.
- ◆ Performs regular system maintenance.
- ◆ Implements/validates hardware and application software upgrades; arranges for the presence of vendors/consultants.
- ◆ Performs software problem analysis; creates and implements solutions.
- ◆ Monitors and evaluates application software and data.
- ◆ Monitors and evaluates network and/or system application performance.
- ◆ Ensures backup systems/recovery strategies are established.
- ◆ Ensures data base integrity by maintaining database consistency.
- ◆ Develops and documents project plans, policies, procedures, training and support manuals.
- ◆ Recommends changes that may improve workflow.
- ◆ May facilitate Telehealth sessions.

B. Design / Develop / Implement New Technology

- ◆ Analyses, defines and documents functional requirements.
- ◆ Submits recommendations to management.
- ◆ Documents specifications for technical solutions.
- ◆ Designs technological solutions to integrate new hardware, software and operating systems in a complex network environment.
- ◆ Designs, plans, certifies and installs networks.
- ◆ Creates, tests and implements database design to meet the foundation criteria of software requests.
- ◆ Develops databases, applications and data models including the necessary interfaces.
- ◆ Maintains configuration profiles of deployed asset images.
- ◆ Determines fault tolerance levels and implements solutions to alert support departments when thresholds are crossed.
- ◆ Performs trend analysis to provide advance requests for capital expenditures.
- ◆ Ensures that proper procedures are documented and used according to accepted standards.
- ◆ Supports the transition from design to implementation.

C. Research / Evaluation / Certification

- ◆ **Translates end user "wants" into a clear definition of requirements.**
- ◆ **Researches technical and business solutions to meet functional requirements.**
- ◆ **Evaluates programs to achieve optimum business and technical results.**
- ◆ **Prepares business cases and cost benefit analyses.**
- ◆ **Prepares and/or assists business units to prepare test scripts.**
- ◆ **Certifies proposed design solutions.**
- ◆ **Tests integration of new applications.**
- ◆ **Compiles utilization data.**

D. Project Management

- ◆ **Acts as project leader by planning, designing, assigning resources, monitoring/tracking progress and implementing projects.**
- ◆ **Prepares requests for proposals for hardware and software.**
- ◆ **Participates in vendor selection.**
- ◆ **Acts as a liaison with business units, vendors, outside agencies and end-users.**
- ◆ **Reports project status.**

E. Security

- ◆ **Determines security requirements; develops, implements and maintains security systems.**
- ◆ **Monitors, investigates and reports on inappropriate access to systems.**
- ◆ **Ensures anti-virus definitions are up-to-date.**

F. Related Key Work Activities

- ◆ **Assigns and coordinates workload based upon priorities.**
- ◆ **Moves and installs computer equipment.**
- ◆ **Orientates and trains staff.**
- ◆ **Provides guidance and support in a mentoring role to students and technicians.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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