



Provincial Job Description

TITLE:
(012) Information Technology Analyst

PAY BAND:
15

FOR FACILITY USE:

SUMMARY OF DUTIES:

Responsible for the design, installation, implementation, operation, maintenance, reporting and support of all computer based information systems. Provides guidance and support in a mentoring role to students, technicians, and end users.

QUALIFICATIONS:

- ◆ Computer Systems Technology diploma

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Advanced computer skills
- ◆ Program management skills
- ◆ Communication and interpersonal skills
- ◆ Research and organizational skills
- ◆ Analytical and problem solving skills
- ◆ Valid drivers license, where required by the job

EXPERIENCE:

- ◆ Previous: Twenty-four (24) months previous experience in a computer technology field.

KEY ACTIVITIES:

A. Computer System Support and Maintenance

- ◆ Assists with the changes demanded of the system by planning and executing hardware/software upgrades/installations.
- ◆ Performs hardware/software problem detection and solution.
- ◆ Assists with the design of backup and recovery strategies.
- ◆ Performs preventative maintenance of all computing infrastructure.
- ◆ Supports the work of technicians.
- ◆ Writes documentation and/or prepares reports for business units, vendors, management, end users, and other Information Technology staff.
- ◆ Ensures compliance with all security policies.
- ◆ Monitors computer resource allocation and performance.
- ◆ Measures performance of a variety of computing functions.
- ◆ Creates accounting measures to gauge levels of use of network, hardware, and software elements.

B. Design, Develop, Implement New Technological Solutions

- ◆ Defines and documents functional/reporting requirements.
- ◆ Documents specifications for technical solutions.
- ◆ Designs technological solutions to integrate new hardware, software, and operating/reporting systems in a complex network environment.
- ◆ Develops databases, applications, and data models.
- ◆ 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 Information Technology standards.

C. Research, Evaluation, and Certification

- ◆ Researches and evaluates technical solutions to meet functional requirements.
- ◆ Prepares business cases and cost benefit analyses.
- ◆ Translates end user "wants" into a clear definition of requirements.
- ◆ Prepares and/or assists business units to prepare test scripts.
- ◆ Certifies proposed design solutions.
- ◆ Thoroughly tests integration of new applications/reports.

D. Project Management/Miscellaneous

- ◆ Provides training/instruction to staff.
- ◆ Participates on committees as a department representative.
- ◆ Provides recommendations to management.
- ◆ Communicates requirements to vendors and contractors.
- ◆ Participates in vendor selection.

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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: June 15, 2022