


Job Evaluation Rating Document

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title Information Technology Analyst</p> <hr/> <p>Date October, 2000</p> <hr/> <p>Revised Date 2004</p> <hr/> <p>Revised Date June 15, 2022</p> <hr/>	<p>Code</p> <p>012</p> <hr/>
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<p>Decision Making</p> <p>Within limits of accepted practice, makes some choices about developing, implementing and integrating technological solutions when dealing with computer based hardware and applications. Troubleshoots and develops plans to achieve short term goals when adapting systems solutions to support project initiatives.</p>	<p>Degree</p> <p>3.5</p> <hr/>
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<p>Education</p> <p>Grade 12. Computer Systems Technology diploma (Saskatchewan Polytechnic 2085 hours).</p>	<p>Degree</p> <p>4.5</p> <hr/>
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<p>Experience</p> <p>Twenty-four (24) months previous experience in a computer technology field. Twelve (12) months on the job to develop an understanding of information systems, applications, network layout, security issues, operations including vendor-specific training and department policies and procedures.</p>	<p>Degree</p> <p>6.0</p> <hr/>
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<p>Independent Judgement</p> <p>Work involves a choice of methods or procedures when designing, installing and implementing new technological solutions according to project requirements. Researches, analyzes and troubleshoots hardware, software and reporting issues within generally accepted practices.</p>	<p>Degree</p> <p>4.0</p> <hr/>
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<p>Working Relationships</p> <p>Contacts may involve difficult/specialized situations. Provides technical explanation and/or instruction in the design, installation, implementation, operation, maintenance and support of all computer-based information systems.</p>	<p>Degree</p> <p>4.0</p> <hr/>
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Job Title

Information Technology Analyst

Code

012

<p>Impact of Action</p> <p>Misjudgements in installation and/or inadequate maintenance may result in substantial delays due to database failures. Improper resolution of computer issues may cause delays in service provision.</p>	<p>Degree</p> <p>2.5</p>
<p>Leadership and/or Supervision</p> <p>Provides limited direction to staff, technicians, co-workers and provides technical direction by providing information on possible hardware/software choices for assigned projects.</p>	<p>Degree</p> <p>3.0</p>
<p>Physical Demands</p> <p>Regular physical effort performing computer operations with accurate coordination of fine motor skills.</p>	<p>Degree</p> <p>2.0</p>
<p>Sensory Demands</p> <p>Frequent sensory effort associated with designing, installing, implementing, maintaining and supporting computer based information systems requiring mental and visual attentiveness.</p>	<p>Degree</p> <p>3.0</p>
<p>Environment</p> <p>Occasional exposure to minor conditions such as chemicals, interruptions and multiple demands.</p>	<p>Degree</p> <p>2.0</p>