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| GEORGETOWN UNIVERSITY | | PIN: |
| INFORMATION TECHNOLOGY POSITION DESCRIPTION | | Date: |
| CLASS TITLE: DESIGN / DEVELOPMENT ANALYST | | |
| Please check one: <input type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Updated for files only | | |

A. General Information:

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|---|------------------------------|
| Name of Incumbent: | |
| Class Code: 2268 | Departmental Position Title: |
| Supervisor (Name, Title and Phone): | |
| Home Dept.#: | Dept. Name: |
| Cost Center(s): | |
| Is this a Term position? <input type="checkbox"/> Yes <input type="checkbox"/> No | If Yes, Exp. Date: |
| Number of months per year: | Number of hours per week: |

B. Position Summary: *This should explain why the position exists. Choose **one** level only which describes how the position functions 80% of the time.*

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| <p><input type="checkbox"/> Intermediate level: Uses advanced planning skills and knowledge to accomplish complex work such as: analyze, design, develop applications &/or systems. Prepares detailed application specifications. In a broadly defined environment, participates in resolving issues and solving problems, which requires searching for solutions within an area of learned things. May develop application architectures, computing platforms, and network configurations. Receive periodic direction and little guidance in the performance of day to day functions.</p> <p><input type="checkbox"/> Advanced level: position would design and develop advanced applications, and provide technical leadership in the implementation of complex information systems. The advanced position would design, or be involved in the design of overall systems architecture and provide complex specifications. In a broadly defined environment, position would have primary responsibility to resolve issues and solve a range of problems, requiring the use of analytical, interpretive or constructive thinking. Position would receive general direction and little guidance in the performance of tasks.</p> |
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C. Organizational Characteristics: *Please attach organizational chart.*

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| Organizational Unit: |
| Reporting Responsibilities: |
| Supervisory Responsibilities: |

D. Principal Accountabilities: Select only those duties which directly apply to the position you are describing. You may expand on duty statements for clarity. You may add duties which are not listed, but which you feel are important. Indicate percentage of effort (time) required. Percentages must equal 100%. You must check whether an accountability is Essential (E) or Non-Essential (NE) for Americans with Disabilities Act purposes. Please check whether task is performed (D)aily, (W)eekly, (M)onthly or on a (P)eriodic basis.

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|---|-------------|---|
| □1. (%) Technology Research | | |
| □E □NE | □D □W □M □P | Research technology solutions to be used in the University computing environments. |
| | □D □W □M □P | Research and evaluate software tools and computer technologies to determine their potential applications to the UIS mission at Georgetown. |
| | □D □W □M □P | Work with appropriate constituency to ensure that planned new technology solutions are congruent with needs. |
| | □D □W □M □P | Research and evaluate software programs specific to educational research and computer hardware to determine their potential application to Georgetown. |
| | □D □W □M □P | |
| | □D □W □M □P | |
| □2. (%) Design & Development | | |
| □E □NE | □D □W □M □P | Develop and design technical systems from project documentation and specifications. |
| | □D □W □M □P | May develop and document feasibility studies of products and their capabilities of use for the University computing environment. |
| | □D □W □M □P | May plan, design and develop solutions to enhance the desktop computing environments. Document, demonstrate and implement prototypes of these solutions to be tested in a timely manner. |
| | □D □W □M □P | Plan, develop, document, and demonstrate expansion of software deployment projects. |
| | □D □W □M □P | Develop a plan to promote the use of Geographic Information Systems (GIS) for University faculty. Support ongoing faculty GIS projects and develop new GIS projects in conjunction with faculty needs and objectives. |
| | □D □W □M □P | Consult with UIS technical staff, outside consultants and vendors, as appropriate, to refine the scope and definition of assigned projects to ensure successful completion in a timely manner. |
| | □D □W □M □P | Assume initial operational responsibility for software deployment solutions after rollouts of those projects, including any necessary refinements to design and incorporating new and/or updated software programs. |
| | □D □W □M □P | Train selected members of UIS on technical aspects of operational management of software deployment system, in order to transfer operational responsibility for system to appropriate service delivery personnel. |
| | □D □W □M □P | Determine departmental responsibility of the project(s), once the project is successful and implementation of the system, resource or tool is signed off on. |
| | □D □W □M □P | May develop a broad program of support for faculty. |
| | □D □W □M □P | Investigate a system to enhance the technician's field capabilities to work remotely within GU. |

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| | <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P | Design and Manage Disaster Recovery and Contingency Planning for U.I.S. Consult with all divisions of U.I.S. and other University departments to provide awareness, direction, information, and proficiency in disaster recovery and contingency planning. Monitor corporate activity by reviewing that necessary disaster recovery and contingency measures are provided and properly documented. Prepare and present written and oral reports on status and concerns of disaster recovery and contingency functions. Coordinate and develop standard recovery procedures and documentation. |
| | <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P | Write, edit and revise all disaster recovery and contingency planning documentation. Analyze disaster recovery and contingency planning training requirements and preparation of educational materials and presentations to departmental and University personnel. |
| | <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P | Designs and develops maintenance schedules, procedures, and documentation; ensure they are current, understood, communicated and complied with. |
| | <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P | |
| | <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P | |
| <input type="checkbox"/> 3. (%) | Technical Functions | |
| <input type="checkbox"/> E <input type="checkbox"/> NE | <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P | Be familiar and understand the heterogeneous network systems, desktop operating systems and administrative tools in use in the University computing environment. |
| | <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P | Assist in the installation and configuration of the prototype and final production systems that have been tested and approved by management personnel. |
| | <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P | Follow the system standards (hardware, software and configurations) as set by the Network Planning and Design, Server Support Group and Chief Architect's Security Departments. |
| | <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P | May serve as backup statistical consultant, and work to enhance statistical graphics capabilities for faculty. |
| | <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P | May serve as the liaison between RCD and the development of support for lab, classroom, faculty and staff desktop computers by the Systems Solutions Group (SSG). |
| | <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P | Document project designs by using software tools. |
| | <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P | May do facilities planning management - project management. Maintain the security of mainframe operations and of the area, equipment, and systems from unauthorized entry or access by personnel. |
| | <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P | Monitor the environment to ensure that standards are maintained. Install, move and/or reconfigure various pieces of hardware. |
| | <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P | Monitor indicators for potential environmental problems and makes recommendations for corrective actions. |
| | <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P | Write/edit documentation, systems procedures, and training instructions. |
| | <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P | Provide manager with summary reports on operational problems. |
| | <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P | Trouble shoot equipment problems by interpreting systems monitor consoles and their messages. Monitor indicators for potential problems occurring in the operating systems application programs. |
| | <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P | Investigate recurring operational production problems and provide reports as appropriate. |

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| | <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P | |
| <input type="checkbox"/> 4. (%) | | |
| <input type="checkbox"/> E <input type="checkbox"/> NE | <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P | |
| | <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P | |

E. Dimensions:

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|---|-----------|
| Number of Persons Supervised: Direct: | Indirect: |
| Number of Students Supervised: Direct: | Indirect: |

Leadership: *Check the most descriptive statement for the job as a whole.*

- 1) “Work/Project Leader”: answers general questions and provides assistance; maintains assignment completion schedules; performs the same tasks as others.
- 2) “Team Leader”: advises and directs the teams; answers complex questions functioning as an expert resource; maintains assignment completion schedules. Performs the same and higher level tasks.
- 3) Supervisor: participates in the selection process of new employees; assists with performance appraisals; disciplinary problems are referred to a higher level. Performs similar and higher level tasks.
- 4) Supervisor: solely responsible for hire/fire decisions; performance appraisals; employee training and development; handles disciplinary problems. **This person will be evaluated on these decisions.**
- 5) Supervisor: responsible for multiple units or areas, each with supervisors who have hire/fire authority.
- 6) Not applicable to this position.

Complexity of Work: *Check the most descriptive statement*

- 1) Routine: Primarily deals in one singularly directed functional area. Awareness of related areas is not significant.
- 2) Semi-complex: Requires some integration of different but relatively similar bodies of knowledge and/or functions. Some analytical ability becomes prevalent.
- 3) Complex: Functions differ significantly from each other or a major function is broad and requires integration of differing complicated bodies of knowledge. Analytical ability is clearly required.
- 4) Very Complex: Involves complicated bodies of knowledge/functions that differ substantially from each other.

Freedom of Action: *Check the most descriptive statement*

- 1) General Supervision: Proceeds on regular tasks, referring questionable situations to supervisor
- 2) Very General Supervision: Resolves most questions, accomplishes most tasks without guidance.
- 3) Little Guidance: Performs complex functions, establishes priorities, resolves issues, rarely refers to supervisor.
- 4) Plans, develops, and implements functions/projects for functional unit(s) or team(s).
- 5) Other (explain):

Impact: *Check the most descriptive statement*

- 1) Decisions could positively or negatively affect the immediate work, individual user or group of users.
- 2) Decisions could positively or negatively affect a large group of users, entire department, or networked systems.
- 3) Decisions could positively or negatively affect multiple departments.
- 4) Other (explain):

Interactions: *Check the most descriptive statement and describe contacts*

- 1) Exchange basic information and normally requires ordinary courtesy and effectiveness in informing others.
- 2) Exchange and interpret information requiring understanding to influence others.
- 3) Exchange, analyze, and interpret information requiring various approaches to influence others.

Describe the people with whom this position has regular contact. Identify level and title of GU positions or describe persons outside GU:

Fiscal Responsibility:

Budget responsibilities (creation or disposition) or salary dollars:

Capital inventory affected:

Physical Working Conditions: *Describe physical environment, lifting, walking, fumes, odors, etc.*

F. Minimum Qualifications:

Academic Level: High School College Bachelor's Master's Doctorate

Degree Program (list):

Practical Experience in Years:

- 1) Intermediate level: 3-5 years work experience in
- 2) Advanced level: 5-7 years work experience in

Technical Qualifications or Specialized Certification:

Other Skills:

G. Additional Information About this Position:

Supplementary information as applicable. List responsibilities that have changed since the last position description was done, or reasoning behind creating a new position. List all special skills required, characterized as mandatory or desired.

H. Signatures:

Incumbent:

Supervisor:

Dept. Head or Authorizing: