



**University of Texas at El Paso
Job Description**

Job Code: 9365
Job Title: Software Application Analyst
Department: Information Technology
Reports To: In accordance with specific departmental policies
FLSA: Exempt
Prepared by: Human Resource Services
Creation/Revision: December 15, 2010

Summary: Performs moderately complex technical skills for software systems support work. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Provides technical skills required to research, identify, deploy, customize, administer, and maintain office automation computer system software.

Provides expertise in researching and implementing software solutions to meet current automation needs.

Responsible for the maintenance, upgrade, security, and user administration.

Works with Systems personnel for supporting system maintenance.

Assists in user support and training.

Receives general guidance in current software environment and user requirements and specific instructions in requirement for deployment of software packages and general guidance in supporting system maintenance.

Advises users and analyzes user requirements concerning software and the efficient use of information technology systems.

Maintains the necessary security controls over software.

Provides software support and training.

Reviews and recommends procurement of information technology equipment.

Maintains procedure manuals.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities: No supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Bachelor's degree from four year college or university within area of assigned responsibility.



Minimum Experience required: Two years experience in software system application research, deployment, customization, administration and/or maintenance. Competency in current desktop and server operating systems. General knowledge of standard office automation applications.

Physical Demands: The physical demands described here are representative of those that must be met 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.

While performing the duties of this job, the employee is frequently required to sit; use hands to feel; reach with hands and arms and talk or hear.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.