



# City of Peoria

## HUMAN RESOURCES

### **Title:** Application Systems Analyst

**FLSA STATUS:** Exempt from overtime under FLSA.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Application Systems Supervisor.  
This is a non-supervisory job classification.

**MINIMUM QUALIFICATIONS**

- **Education:** Two-year Associates degree or equivalent
- **Experience:** Minimum of one year related experience. Requires a working knowledge of standard practices and procedures.
- **Licenses/Certifications/Special Requirements:** TOC-D Certification within 6 months of hire.

**PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.

**JOB SUMMARY**

The purpose of this position is to support web, database, and workgroup applications for the City through a centralized IT Department. Installs and upgrades application systems; applies updates and enhancements; identifies and corrects program errors; creates reports; trains and supports employees; implements third party applications; identifies needs; researches solutions; facilitates implementations; collaborates with employees, departments and vendors; applies technical knowledge.



### **ESSENTIAL FUNCTIONS**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Installs, upgrades, and maintains City application systems. Determines if upgrade, patch, or service pack is required; determines if other software, hardware, peripherals are affected; determines timeline and participants needed; decides if other areas might be impacted by modification; decides best methods for testing and training.
2	Documentation. Create and maintain technical and support documentation, such as signed, change control documentation for system changes; determines if documentation or troubleshooting guides need to be modified.
3	Application support. Provides daily technical and functional application support; maintains applications and assists users in maintaining and creating their own applications.
4	Research, analyze, and debug. Employs troubleshooting skills to determine best course of action.
5	Training. Determines best level of training and which users require training; decide which training tools to use and develop.



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### PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"						
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.						
Sedentary	X	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
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.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

### MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, iPad, printers, scanners, copy / fax machine, and related software, telephone, calculator, overhead projector, hand tools (screwdriver, pliers, etc.).

### PROTECTIVE EQUIPMENT REQUIRED:

None required.