University of Central Florida
Class Specification
Administrative and Professional

<u>Director IT Financials Systems</u>

Job Code: 2604
Collective Bargaining Status: Out-of-Unit
Effective Date: 05/02/08

<u>Description</u>
Serve as the top technical administrator for the enterprise Financials systems.

Oversee programming, business systems analysis, documentation, and training and development for the university Financials systems.

Oversee the implementation of Financials systems software and modifications.

Serve as the university representative for this functional area.

Confer with administrative and academic administrators to improve and maintain optimum performance of this functional area.

Develop and administer policies and procedures for this functional area.

Ensure all goals and objectives are achieved by both technical and management staff for this functional area.

<u>Minimum Qualifications</u>
Bachelor's degree and six years of information technology experience.

University of Central Florida
Class Specification
Administrative and Professional

Applications Systems Analysis and Programming Manager (Financials)

Job Code: 2605
Collective Bargaining Status: Out-of-Unit
Effective Date: 05/02/08

Description
Responsible for planning and managing enterprise Financials computer applications and databases.

Manage Financials programmers and analysts.

Exercise full technical knowledge of all phases of the Financials computer programs and applications projects.

Consult with university departments to evaluate, assess, and determine the technical requirements of the Financials computer programs and applications.

Manage the designing, coding, testing, debugging, integrating, modification, upgrading, installation of Financials computer programs and patches.

Prepare Financials computer programs and applications specifications.

Recommend hardware and software modifications to accommodate Financials computer programs and applications.

Work with commercial software vendors to smoothly integrate purchased Financials upgrade software.

Minimum Qualifications
Bachelor's degree and five years of information technology experience.

University of Central Florida
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<u>Applications Systems Analyst – Lead (Financials)</u>

Job Code: 2606
Collective Bargaining Status: Out-of-Unit
Effective Date: 05/02/08

<u>Description</u>
Serve as project lead for Financials systems modifications based on
university department business needs.

Exercise full technical knowledge of all Financials system processes,
workflow, and modules.

Instruct, direct, and monitor the work of Financials system analysts.

Identify Financial systems processes and workflow deficiencies.

Prepare Financials applications specifications.

<u>Minimum Qualifications</u>
Bachelor's degree and three years of information technology experience.

University of Central Florida
Class Specification
Administrative and Professional

Applications Systems Analyst/Programmer – Lead (Financials)

Job Code: 2607
Collective Bargaining Status: Out-of-Unit
Effective Date: 05/02/08

Description
Serve as project lead for specific Financials system upgrades, enhancements, interfaces, and modifications.

Exercise full technical knowledge of all phases of the Financials computer programs and applications projects.

Test, debug, integrate, modify, upgrade, and install Financials computer programs and patches.

Instruct, direct, and monitor the work of Financials programmers and analysts.

Consult with departments to analyze and define business processes to ensure effective corresponding Financials system computer programs and patches.

Prepare Financials computer programs and applications specifications.

Minimum Qualifications
Bachelor's degree and three years of information technology experience.

University of Central Florida
Class Specification
Administrative and Professional

Data Security Analyst Senior (Financials)

Job Code: 2608
Collective Bargaining Status: Out-of-Unit
Effective Date: 05/02/08

Description
Ensure that necessary computer applications are installed and maintained
to prevent the unauthorized access of data of the university Financials
systems.

Assess and identify Financials system workflow processes that are
vulnerable to unauthorized access.

Install system patches to upgrade Financial system security to prevention
unauthorized access.

Monitor Financial system access to identify unauthorized access.

Analyze and recommend the streamlining of business processes to reduce
unauthorized system access once implemented into Financial system
modules.

Monitor the university Departmental Authorization List (DAL) to ensure
unauthorized users do not access the university Financials system.

Train staff and university users in Departmental Authorization List (DAL)
security.

Minimum Qualifications
Bachelor's degree and two years of information technology experience.

University of Central Florida
Class Specification
Administrative and Professional

Applications Systems Analyst – Senior (Financials)

Job Code: 2609
Collective Bargaining Status: Out-of-Unit
Effective Date: 05/02/08

Description
Under general direction, evaluate, assess, and design the technical
functions of enterprise Financials programs and applications based on user
needs.

Assess existing Financial system processes, workflow, and modules.

Prepare Financials applications specifications from which programs will be
written.

Analyze and revise existing system logic difficulties and documentation as
necessary.

Make technical recommendations to programmers to upgrade, enhance,
and modify Financial system processes and workflow.

Minimum Qualifications
Bachelor's degree and two years of information technology experience.

University of Central Florida
Class Specification
Administrative and Professional

Information Systems Training Specialist Senior (Financials)

Job Code: 2610
Collective Bargaining Status: Out-of-Unit
Effective Date: 05/02/08

Description
Supervise the Financials system help desk services and its staff.

Coordinate the identification, prioritization, and resolution of reported
Financial systems software problems from university end users.

Prepare online and printed Financial systems training material and end
user documentation.

Create, develop, and deliver online and workshop training for university
Financial systems users.

Serve as liaison with university departments to assess and identify user
deficiencies with the Financial systems functionality.

Minimum Qualifications
Bachelor's degree and two years of information technology experience.