

**POSITION NOTICE**  
**Internal & External Posting**

**POSTING DATE:** November 4, 2020

**Job Title:**

Programmer  
Systems Analyst I  
Systems Analyst II  
Systems Analyst III

**Job Grade:**

8  
10  
12  
14

**Division:**

Member Services

**Reporting to (Job Title):**

Manager of Systems & Applications  
Development

**Location:** Fairbanks

**FLSA:**

Programmer: Regular, Non-Exempt, Non-bargaining position  
Systems Analyst I: Regular, Exempt, Non-bargaining position  
Systems Analyst II: Regular, Exempt, Non-bargaining position  
Systems Analyst III: Regular, Exempt, Non-bargaining position

**For an employment application, visit our website at:**

<https://gvea.applicantpro.com/jobs/>

- Refer to the job description for further details regarding this position.
- In-house candidates are reminded to apply in accordance with ADM 3.7.
- Please contact the Human Resources Office for further inquiries.

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| <b>SALARY: Programmer: Grade 8, \$28.24 hourly; DOE</b><br><b>Systems Analyst I: Grade 10, \$6,085.67 monthly; DOE</b><br><b>Systems Analyst II: Grade 12, DOE</b><br><b>Systems Analyst III: Grade 14, DOE</b> |
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| <b>CLOSING DATE: Open until filled</b> |
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**GVEA conducts pre-employment, post-offer drug screening. Employment is contingent upon satisfactory completion of the drug screening.**

**GVEA is an Equal Opportunity Employer – minorities/females/veterans/individuals with disabilities/sexual orientation/gender identity.**



**Golden Valley Electric Association  
Job Description**

**Part I-General Information**

|                        |  |                      |           |               |                                      |
|------------------------|--|----------------------|-----------|---------------|--------------------------------------|
| <b>Job Title:</b>      | Programmer   | <b>Job Location:</b> | Fairbanks | <b>Hours:</b> | 8 hours per day, 5 days per week.    |
| <b>Report To:</b>      | Manager of Systems & Applications Development  | <b>Pay Grade:</b>    | 8         | <b>FLSA:</b>  | Non-exempt, non-bargaining position. |
| <b>Reason for Job:</b> | This is an entry level position in the information systems. At this level, incumbents learn and perform the less complex and specialized systems and programming tasks, under closer supervision, with less latitude for independent action. |                      |           |               |                                      |

**Part II-Position Requirements**

| Key Accountabilities                    | Success Criteria   | Essential Functions  |
|---|--|--|
| Web-Based Applications                  | <ul style="list-style-type: none"> <li>Assist in developing projects while maintaining a high level of quality within estimated timeframes.</li> </ul> | <ul style="list-style-type: none"> <li>Develop, test and deploy web based applications to support business requirements.</li> <li>Communicate with supervisors and users the tasks requirements.</li> <li>Develop and test new applications.</li> <li>Write user and technical documentation for deployed systems.</li> <li>Follow the proper security measures and methodologies for implementing code changes</li> </ul> |
| Application Maintenance and Enhancement | <ul style="list-style-type: none"> <li>Assist in user software needs are fulfilled with high quality error free solutions.</li> </ul>                  | <ul style="list-style-type: none"> <li>Make program/code changes to meet changing requirements.</li> <li>Research, troubleshoot, and solve problems with GVEA's software systems.</li> <li>Update applications as necessary or as directed by supervisors.</li> <li>Assist in maintaining all systems to ensure that the highest possible level of security is achieved.</li> </ul>  |

**Part III-Job Specifications**

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| <b>EDUCATION:</b> <ul style="list-style-type: none"> <li>Bachelors' degree in computer science preferred.</li> </ul> | <b>SKILLS:</b> <ul style="list-style-type: none"> <li>Excellent oral and written communications.</li> <li>Well organized with excellent attention to detail.</li> <li>Ability to maintain a cooperative, friendly attitude toward fellow employees and public.</li> <li>Self-starter with ability to work independently.</li> <li>Knowledge or programming, programming languages, operating systems and database systems, software development and computer systems management.</li> <li>Ability to troubleshoot hardware and software.</li> </ul> |
| <b>CERTIFICATIONS/LICENSES:</b> <ul style="list-style-type: none"> <li>None</li> </ul>                               | <b>Work Environment:</b> <ul style="list-style-type: none"> <li>Office environment.</li> </ul>  |
| <b>PREREQUISITES:</b> <ul style="list-style-type: none"> <li>None</li> </ul>   | <b>PHYSICAL REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>See attachment 1.</li> </ul>   |

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| <b>EXPERIENCE:</b> <ul style="list-style-type: none"> <li>• Minimum of two years experience in similar position.</li> <li>• Basic knowledge in modern database systems such as SQL Server and Oracle.</li> <li>• Basic knowledge of Microsoft Windows operating systems.</li> <li>• Experience with several programming languages (Java, C, C++, PHP, etc.) and operating systems.</li> </ul> | <b>ON-THE-JOB DEVELOPMENT REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>• Become knowledgeable in all applicable company safe work practices.</li> <li>• Continuously improve computer knowledge and other applicable job skills.</li> <li>• Become knowledgeable of Association policies and procedures.</li> <li>• Become knowledgeable of organizational structure.</li> <li>• Become knowledgeable of performance models and Division scorecard goals.</li> </ul> |
| <b>DIRECT REPORTS TO THIS POSITION:</b> <ul style="list-style-type: none"> <li>• Not applicable.</li> </ul>   |  |

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| Updated as of 10/31/17 |  |
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| MANAGEMENT RESERVES THE RIGHT AT ANY TIME TO MODIFY JOB REQUIREMENTS AND ASSIGN OTHER DUTIES AND RESPONSIBILITIES AS DIRECTED OR HISTORICALLY PERFORMED. |
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**Golden Valley Electric Association  
Job Description**

**Part I-General Information**

|                        |   |                      |           |               |   |
|------------------------|---|----------------------|-----------|---------------|---|
| <b>Job Title:</b>      | Systems Analyst I   | <b>Job Location:</b> | Fairbanks | <b>Hours:</b> | 8 hours per day, 5 days per week. Additional hours as required. |
| <b>Report To:</b>      | Manager of Systems & Applications Development   | <b>Pay Grade:</b>    | 10        | <b>FLSA:</b>  | Regular, Exempt, Non-bargaining position                        |
| <b>Reason for Job:</b> | To ensure that GVEA makes the best use of current software technologies in order to maintain efficient and cost effective operations. To maintain, manage, and implement systems in order to sustain customer service, billing, accounting, employee services, outages, and work. |                      |           |               |   |

**Part II-Position Requirements**

| Key Accountabilities                    | Success Criteria  | Essential Functions   |
|---|---|---|
| Web-Based Applications                  | <ul style="list-style-type: none"> <li>Develop projects while maintaining a high level of quality within estimated timeframes.</li> </ul> | <ul style="list-style-type: none"> <li>Design, develop, test and deploy web based applications to support business requirements.</li> <li>Communicate with users to determine software requirements.</li> <li>Analyze, model, and design systems to meet user requirements.</li> <li>Develop and test new applications.</li> <li>Write user and technical documentation for deployed systems.</li> <li>Ensure that proper security measures and methodologies are implemented in the development of new applications.</li> <li>Review current "paper procedures" for existing corporate processes to determine the most efficient method of automation of these processes.</li> <li>Perform user training on software produced.</li> <li>Perform system administration duties required while producing software.</li> </ul> |
| Application Maintenance and Enhancement | <ul style="list-style-type: none"> <li>User software needs are fulfilled with high quality error free solutions.</li> </ul>               | <ul style="list-style-type: none"> <li>Maintain, modify and enhance applications to meet changing requirements.</li> <li>Research, troubleshoot, and solve problems with GVEA's software systems.</li> <li>Implement measures for obtaining feedback, to improve application usability and performance.</li> <li>Update applications as necessary or as requested by user groups.</li> <li>Maintain all systems to ensure that the highest possible level of security is achieved.</li> <li>Perform system administration duties required while maintaining software.</li> </ul>  |
| Third Party Applications                | <ul style="list-style-type: none"> <li>Third party software that meets user needs is acquired and maintained.</li> </ul>                  | <ul style="list-style-type: none"> <li>Integrate, configure, customize, enhance and deploy third party applications to meet Golden Valley's business needs.</li> <li>Create any software needed to interface third party and internally built applications.</li> <li>Maintain relationships with vendors to keep third party software operating smoothly.</li> <li>Integrate member facing and internal mobile applications into GVEA business processes.</li> </ul>  |

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|------------------------------------|--|---|
| Data Management and Data Warehouse | <ul style="list-style-type: none"> <li>Users have access to useful reporting tools.</li> </ul> | <ul style="list-style-type: none"> <li>Perform data management activities and support development of the Data Warehouse.</li> <li>Create reports against corporate data stores that are accurate and useful to user groups.</li> <li>Assist with development of consolidated Work Order System (Oracle Integration).</li> <li>Develop and maintain documentation of data structures and stores used by applications.</li> <li>Share knowledge of data structures and storage with other programming staff.</li> </ul> |
|                                    | <ul style="list-style-type: none"> <li></li> </ul>   | <ul style="list-style-type: none"> <li>Other duties as assigned.</li> </ul>   |

**Part III-Job Specifications**

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| <b>EDUCATION:</b> <ul style="list-style-type: none"> <li>Four year degree in Computer Science, related field or equivalent experience.</li> </ul>  | <b>SKILLS:</b> <ul style="list-style-type: none"> <li>Demonstrated ability to develop multi-tiered web based business applications (presentation, control, business, and persistence).</li> <li>Strong verbal and written communications skills.</li> <li>Theoretical knowledge of system management, structure, practice and implementation techniques.</li> <li>Knowledge of the creation, maintenance and use of large relational databases and their parts.</li> <li>Demonstrated knowledge of Oracle products including the Oracle database system, application server, and enterprise applications such as Oracle E-Business Suite.</li> <li>Strong problem resolution and trouble shooting skills.</li> <li>Strong organizational and project management skills.</li> <li>Ability to work under stressful conditions and meet continually changing needs and deadlines.</li> <li>Strong user interface development skills.</li> <li>Demonstrated experience with modern web development frameworks.</li> </ul> |
| <b>CERTIFICATIONS/LICENSES:</b> <ul style="list-style-type: none"> <li></li> </ul>   | <b>WORK ENVIRONMENT:</b> <ul style="list-style-type: none"> <li>Office environment.</li> <li>Some travel may be required.</li> </ul>  |
| <b>PREREQUISITES:</b> <ul style="list-style-type: none"> <li></li> </ul>   | <b>PHYSICAL REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>See attachment 1.</li> </ul>   |
| <b>EXPERIENCE:</b> <ul style="list-style-type: none"> <li>Minimum of five years experience in a related position.</li> <li>Extensive experience with several programming languages (Java, PLSQL, C, C++, PHP, HTML/XML, JSP, JSF, etc.) and operating systems.</li> <li>Extensive experience with system analysis in secure web-based multi-tier computing environments, systems and peripherals.</li> </ul> | <b>ON-THE-JOB DEVELOPMENT REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>Continuously improve and upgrade computing skills and other applicable job skills.</li> <li>Become knowledgeable in all applicable safe work practices.</li> <li>Become knowledgeable of Association policies and procedures.</li> <li>Become knowledgeable of organizational structure and client relationships.</li> <li>Become knowledgeable of performance models and Division scorecard goals.</li> </ul>   |
| <b>DIRECT REPORTS TO THIS POSITION:</b> <ul style="list-style-type: none"> <li>Not applicable.</li> </ul>  | Updated as of 7/24/18   |

MANAGEMENT RESERVES THE RIGHT AT ANY TIME TO MODIFY JOB REQUIREMENTS AND ASSIGN OTHER DUTIES AND RESPONSIBILITIES AS DIRECTED OR HISTORICALLY PERFORMED.

**Golden Valley Electric Association  
Job Description**

**Part I-General Information**

|                        |   |                      |           |               |   |
|------------------------|---|----------------------|-----------|---------------|---|
| <b>Job Title:</b>      | Systems Analyst II  | <b>Job Location:</b> | Fairbanks | <b>Hours:</b> | 8 hours per day, 5 days per week. Additional hours as required. |
| <b>Report To:</b>      | Manager of Systems & Applications Development   | <b>Pay Grade:</b>    | 12        | <b>FLSA:</b>  | Exempt, non-bargaining position                                 |
| <b>Reason for Job:</b> | To ensure that GVEA makes the best use of current software technologies in order to maintain efficient and cost effective operations. To maintain, manage, and implement systems in order to sustain customer service, billing, accounting, employee services, outages, and work. |                      |           |               |   |

**Part II-Position Requirements**

| Key Accountabilities                    | Success Criteria  | Essential Functions   |
|---|---|---|
| Project Lead                            | <ul style="list-style-type: none"> <li>Ensures project deadlines are met within budget and user needs.</li> </ul>                         | <ul style="list-style-type: none"> <li>Will serve as project lead responsible for the project scope, modules and sections.</li> <li>Will serve as "knowledge expert" in one or two business areas not limited to: Billing, Accounting, Human Resources, Engineering, Mapping/GIS, and Work Management.</li> <li>Will serve as "technical knowledge expert" in one or more technical areas not limited to modeling, user interface design, database systems, reporting and security.</li> <li>Lead discussion within work groups focusing on specific sections or modules of projects.</li> <li>Manage small to medium sized projects.</li> </ul>  |
| Web-Based Applications                  | <ul style="list-style-type: none"> <li>Develop projects while maintaining a high level of quality within estimated timeframes.</li> </ul> | <ul style="list-style-type: none"> <li>Design, develop, test and deploy web based applications to support business requirements.</li> <li>Communicate with users to determine software requirements.</li> <li>Analyze, model, and design systems to meet user requirements.</li> <li>Develop and test new applications.</li> <li>Write user and technical documentation for deployed systems.</li> <li>Ensure that proper security measures and methodologies are implemented in the development of new applications.</li> <li>Review current "paper procedures" for existing corporate processes to determine the most efficient method of automation of these processes.</li> <li>Perform user training on software produced.</li> <li>Perform system administration duties required while producing software.</li> </ul> |
| Application Maintenance and Enhancement | <ul style="list-style-type: none"> <li>User software needs are fulfilled with high quality error free solutions.</li> </ul>               | <ul style="list-style-type: none"> <li>Maintain, modify and enhance applications to meet changing requirements.</li> <li>Research, troubleshoot, and solve problems with GVEA's software systems.</li> <li>Implement measures for obtaining feedback, to improve application usability and performance.</li> <li>Update applications as necessary or as requested by user groups.</li> <li>Maintain all systems to ensure that the highest</li> </ul>   |

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|                                    |  | <p>possible level of security is achieved.</p> <ul style="list-style-type: none"> <li>Perform system administration duties required while maintaining software.</li> </ul>  |
| Third Party Applications           | <ul style="list-style-type: none"> <li>Third party software that meets user needs is acquired and maintained.</li> </ul> | <ul style="list-style-type: none"> <li>Integrate, configure, customize, enhance and deploy third party applications to meet Golden Valley's business needs.</li> <li>Create any software needed to interface third party and internally built applications.</li> <li>Maintain relationships with vendors to keep third party software operating smoothly.</li> <li>Integrate member facing and internal mobile applications into GVEA business processes.</li> </ul>  |
| Data Management and Data Warehouse | <ul style="list-style-type: none"> <li>Users have access to useful reporting tools.</li> </ul>                           | <ul style="list-style-type: none"> <li>Perform data management activities and support development of the Data Warehouse.</li> <li>Create reports against corporate data stores that are accurate and useful to user groups.</li> <li>Implement reporting tools.</li> <li>Assist with development of consolidated Work Order System (Oracle Integration).</li> <li>Develop and maintain documentation of data structures and stores used by applications.</li> <li>Share knowledge of data structures and storage with other programming staff.</li> </ul> |
|                                    | <ul style="list-style-type: none"> <li></li> </ul>   | <ul style="list-style-type: none"> <li>Other duties as assigned.</li> </ul>   |

### Part III-Job Specifications

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| <b>EDUCATION:</b> <ul style="list-style-type: none"> <li>Four year degree in Computer Science or related field.</li> </ul>  | <b>SKILLS:</b> <ul style="list-style-type: none"> <li>Demonstrated ability to program in multiple environments/layers (presentation, application and database).</li> <li>Strong verbal and written communications skills</li> <li>Theoretical knowledge of system management, structure, practice and implementation techniques.</li> <li>Knowledge of the creation, maintenance and use of large relational databases and their parts.</li> <li>Demonstrated knowledge of Oracle databases and enterprise applications such as E-Business Suite.</li> <li>Strong problem resolution and trouble shooting skills.</li> <li>Strong organizational and project management skills.</li> <li>Ability to work under stressful conditions and meet continually changing needs and deadlines.</li> </ul> |
| <b>CERTIFICATIONS/LICENSES:</b> <ul style="list-style-type: none"> <li></li> </ul>  | <b>WORK ENVIRONMENT:</b> <ul style="list-style-type: none"> <li>Office environment.</li> <li>Some travel may be required.</li> </ul>  |
| <b>PREREQUISITES:</b> <ul style="list-style-type: none"> <li></li> </ul>  | <b>PHYSICAL REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>See attachment 1.</li> </ul>   |
| <b>EXPERIENCE:</b> <ul style="list-style-type: none"> <li>Minimum of seven years experience in a related position.</li> <li>Extensive experience with several programming languages (Java, PLSQL, C, C++, PHP, HTML/XML, JSP, JSF, etc.) and operating systems.</li> <li>Extensive experience with system analysis</li> </ul> | <b>ON-THE-JOB DEVELOPMENT REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>Continuously improve and upgrade computing skills and other applicable job skills.</li> <li>Become knowledgeable in all applicable safe work practices.</li> <li>Become knowledgeable of Association policies and procedures.</li> <li>Become knowledgeable of organizational structure</li> </ul>   |

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| in secure web-based multi-tier computing environments, systems and peripherals.   | and client relationships.<br><ul style="list-style-type: none"> <li>• Become knowledgeable of performance models and Division scorecard goals.</li> </ul> |
| <b>DIRECT REPORTS TO THIS POSITION:</b> <ul style="list-style-type: none"> <li>• Will provide limited guidance and direction to Systems Analyst I and Programmers on a specific module or section.</li> </ul> |   |

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| Updated as of 12/16/2019 |  |
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**Golden Valley Electric Association  
Job Description**

**Part I-General Information**

|                        |   |                      |           |               |   |
|------------------------|---|----------------------|-----------|---------------|---|
| <b>Job Title:</b>      | Systems Analyst III   | <b>Job Location:</b> | Fairbanks | <b>Hours:</b> | 8 hours per day, 5 days per week. Additional hours as required. |
| <b>Report To:</b>      | Manager of Systems & Applications Development   | <b>Pay Grade:</b>    | 14        | <b>FLSA:</b>  | Exempt, non-bargaining position                                 |
| <b>Reason for Job:</b> | To ensure that GVEA makes the best use of current software technologies in order to maintain efficient and cost effective operations. To maintain, manage, and implement systems in order to sustain customer service, billing, accounting, employee services, outages, and work. |                      |           |               |   |

**Part II-Position Requirements**

| Key Accountabilities                    | Essential Functions   |
|---|---|
| Senior Project Lead                     | <ul style="list-style-type: none"> <li>Will serve as project manager responsible for the project scope, modules and sections.</li> <li>Will serve as "knowledge expert" in several business areas not limited to: Billing, Accounting, Human Resources, Engineering, Mapping/GIS, and Work Management.</li> <li>Will serve as "lead technical knowledge expert" in several technical areas not limited to: modeling, user interface design, database systems, reporting and security.</li> <li>Lead discussion within work groups focusing on specific sections or modules of projects.</li> <li>Manage medium to large projects.</li> </ul>  |
| Web-Based Applications                  | <ul style="list-style-type: none"> <li>Design, develop, test and deploy web based applications to support business requirements.</li> <li>Communicate with users to determine software requirements.</li> <li>Analyze, model, and design systems to meet user requirements.</li> <li>Develop and test new applications.</li> <li>Write user and technical documentation for deployed systems.</li> <li>Ensure that proper security measures and methodologies are implemented in the development of new applications.</li> <li>Review current "paper procedures" for existing corporate processes to determine the most efficient method of automation of these processes.</li> <li>Perform user training on software produced.</li> <li>Perform system administration duties required while producing software.</li> </ul> |
| Application Maintenance and Enhancement | <ul style="list-style-type: none"> <li>Maintain, modify and enhance applications to meet changing requirements.</li> <li>Research, troubleshoot, and solve problems with GVEA's software systems.</li> <li>Implement measures for obtaining feedback, to improve application usability and performance.</li> <li>Update applications as necessary or as requested by user groups.</li> <li>Maintain all systems to ensure that the highest possible level of security is achieved.</li> <li>Perform system administration duties required while maintaining software.</li> </ul>  |
| Third Party Applications                | <ul style="list-style-type: none"> <li>Integrate, configure, customize, enhance and deploy third party applications to meet Golden Valley's business needs.</li> <li>Create any software needed to interface third party and internally built applications.</li> <li>Maintain relationships with vendors to keep third party software operating smoothly.</li> <li>Integrate member facing and internal mobile applications into GVEA business processes.</li> </ul>  |

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| Data Management and Data Warehouse | <ul style="list-style-type: none"> <li>• Perform data management activities and support development of the Data Warehouse.</li> <li>• Create reports against corporate data stores that are accurate and useful to user groups.</li> <li>• Assist with development of consolidated Work Order System (Oracle Integration).</li> <li>• Develop and maintain documentation of data structures and stores used by applications.</li> <li>• Share knowledge of data structures and storage with other programming staff.</li> </ul> |
|                                    | <ul style="list-style-type: none"> <li>• Other duties as assigned.</li> </ul>   |

### Part III-Job Specifications

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|---|---|
| <b>EDUCATION:</b> <ul style="list-style-type: none"> <li>• Four year degree in Computer Science or related field.</li> </ul>  | <b>SKILLS:</b> <ul style="list-style-type: none"> <li>• Demonstrated ability to program in multiple environments/layers (presentation, application and database).</li> <li>• Strong verbal and written communications skills</li> <li>• Theoretical knowledge of system management, structure, practice and implementation techniques.</li> <li>• Knowledge of the creation, maintenance and use of large relational databases and their parts.</li> <li>• Demonstrated knowledge of Oracle databases such as E-Business Suite.</li> <li>• Strong problem resolution and trouble shooting skills.</li> <li>• Strong organizational and project management skills.</li> <li>• Ability to work under stressful conditions and meet continually changing needs and deadlines.</li> </ul> |
| <b>CERTIFICATIONS/LICENSES:</b> <ul style="list-style-type: none"> <li>•</li> </ul>   | <b>WORK ENVIRONMENT:</b> <ul style="list-style-type: none"> <li>• Office environment.</li> <li>• Some travel may be required.</li> </ul>  |
| <b>PREREQUISITES:</b> <ul style="list-style-type: none"> <li>•</li> </ul>   | <b>PHYSICAL REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>• See attachment 1.</li> </ul>   |
| <b>EXPERIENCE:</b> <ul style="list-style-type: none"> <li>• Minimum of ten years experience in a related position.</li> <li>• Extensive experience with several programming languages (Java, PLSQL, C, C++, PHP, HTML/XML, JSP, JSF, etc.) and operating systems.</li> <li>• Extensive experience with system analysis in secure web-based multi-tier computing environments, systems and peripherals.</li> </ul> | <b>ON-THE-JOB DEVELOPMENT REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>• Continuously improve and upgrade computing skills and other applicable job skills.</li> <li>• Become knowledgeable in all applicable safe work practices.</li> <li>• Become knowledgeable of Association policies and procedures.</li> <li>• Become knowledgeable of organizational structure and client relationships.</li> <li>• Become knowledgeable of performance models and Division scorecard goals.</li> </ul>   |
| <b>DIRECT REPORTS TO THIS POSITION:</b> <ul style="list-style-type: none"> <li>• Will guide and direct Systems Analyst I, Systems Analyst II and Programmers on projects.</li> </ul>  |   |

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| Updated as of 12/16/19 |  |
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MANAGEMENT RESERVES THE RIGHT AT ANY TIME TO MODIFY JOB REQUIREMENTS AND ASSIGN OTHER DUTIES AND RESPONSIBILITIES AS DIRECTED OR HISTORICALLY PERFORMED.

POSITION: \_\_\_\_\_  
 UPDATED: \_\_\_\_\_

**PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS**

| Activity   | N/A | NE | O | F | C |
|--|-----|----|---|---|---|
| Sitting  |     |    |   |   |   |
| Walking  |     |    |   |   |   |
| Standing   |     |    |   |   |   |
| Running  |     |    |   |   |   |
| Bending or twisting  |     |    |   |   |   |
| Squatting or kneeling  |     |    |   |   |   |
| Reaching above shoulder level (i.e. awkward posture)   |     |    |   |   |   |
| Climbing (i.e. ladders)  |     |    |   |   |   |
| Driving cars, light duty trucks  |     |    |   |   |   |
| Driving heavy duty vehicles  |     |    |   |   |   |
| Using foot controls  |     |    |   |   |   |
| Repetitive motion of hands/fingers   |     |    |   |   |   |
| Grasping, gripping or pinching with hand(s), (i.e. high hand force)  |     |    |   |   |   |
| Moderate to High hand-arm vibration  |     |    |   |   |   |
| Lifting/carrying 10-25 pounds  |     |    |   |   |   |
| Lifting/carrying 26-50 pounds  |     |    |   |   |   |
| Heavy Lifting/carrying 51-74 pounds (more than 10 times per day)   |     |    |   |   |   |
| Heavy Lifting/ carrying 75 pounds or more (once per day or more)   |     |    |   |   |   |
| Awkward Lifting/carrying objects 25 lbs above shoulders, below knees or at arms length more than 25 times per day            |     |    |   |   |   |
| Frequent lifting (more than: 10 lbs , 2 times per min., 2 hrs + a day)   |     |    |   |   |   |
| Pushing/pulling  |     |    |   |   |   |
| Repeated impact (use of hand or knee as hammer more than 10 times per hour, more than 2 hours total per day)                 |     |    |   |   |   |
| Highly repetitive motion (repeating the same motion with neck, shoulders, elbows, wrists or hands more than 2 hours per day) |     |    |   |   |   |
| Work in or exposure to inclement weather   |     |    |   |   |   |
| Work in or exposure to cold water  |     |    |   |   |   |
| Exposure to dust, chemicals or fumes (indoor or outdoor air quality)   |     |    |   |   |   |
| Work / live in remote field sites  |     |    |   |   |   |
| Use of hazardous equipment (i.e. guns, chainsaws and explosives)   |     |    |   |   |   |
| Swimming/scuba diving  |     |    |   |   |   |
| Work at heights (i.e. towers, poles)   |     |    |   |   |   |
| Exposure to infection, germs or contagious diseases  |     |    |   |   |   |
| Exposure to blood, body fluid or potentially contaminated materials  |     |    |   |   |   |
| Exposure to needles or sharp instruments   |     |    |   |   |   |
| Use of hot equipment (i.e. ovens)  |     |    |   |   |   |
| Exposure to electrical current   |     |    |   |   |   |
| Seeing objects at a distance   |     |    |   |   |   |
| Seeing objects peripherally  |     |    |   |   |   |
| Seeing close work (i.e. typed print)   |     |    |   |   |   |
| Distinguishing colors  |     |    |   |   |   |
| Hearing conversations or sounds  |     |    |   |   |   |
| Hearing via radio or telephone   |     |    |   |   |   |
| Communicating through speech   |     |    |   |   |   |
| Communicating by writing and reading   |     |    |   |   |   |
| Distinguishing odors by smell  |     |    |   |   |   |
| Distinguishing tastes  |     |    |   |   |   |
| Exposure to wild/dangerous animals   |     |    |   |   |   |
| Exposure to insect bites or stings   |     |    |   |   |   |
| Work/travel in boat or small aircraft  |     |    |   |   |   |
| Exposure to aggressive/angry people  |     |    |   |   |   |
| Restraining/grappling with people  |     |    |   |   |   |
| Respiratory protection (negative pressure 1/2 face)  |     |    |   |   |   |

POSITION: \_\_\_\_\_

UPDATED: \_\_\_\_\_

| Activity  | N/A | NE | O | F | C |
|---|-----|----|---|---|---|
| Exposure to work in confined spaces   |     |    |   |   |   |
| Potential ergonomic caution areas (typical work activities that are foreseeable): |     |    |   |   |   |
| Other:  |     |    |   |   |   |

The preceding identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood-borne Pathogens Standards.

The following is a brief explanation of each rating given above:

- N/A - Not applicable or not required of the position.
- NE - Requirement is present but is not essential to the position.
- O - Occasional (up to 33% of the time) yet essential to the position. For example, a lifeguard swims only occasionally but it is essential that a lifeguard be able to swim.
- F - Frequent (34-66% of the time).
- C - Continuous (over 66% of the time).