THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

INFORMATION TECHNOLOGY ANALYST I

Group-Section: Corporate Resources Group	**FLSA Status:** Non-Exempt **Bargaining Unit:** ACE	**Salary Grade:** 37 **Job Code#:** YC11

JOB SUMMARY
This is the entry level performing Information Technology Analyst I job duties.

DISTINGUISING CHARACTERISTICS
Positions at this level learn to use professional concepts to resolve problems of limited scope and complexity; work on assignments that are routine in nature, requiring limited judgment and decision making. Specific and detailed guidelines covering all aspects of the assignment are provided; work is in strict adherence to the guidelines; deviations must be authorized. The work consists of tasks that are clear-cut and directly related.

OVERSIGHT

Supervision Received: Receives direction from the Team, Unit, Section, Assistant Group, or Group Manager.

Supervision Given: None

JOB DUTIES
1. Programs, tests and implements system applications or provides routine technical support and training to system users in accordance with applicable information systems analysis policies, procedures, methods and techniques.

2. Works within established procedures and guidelines in providing either technical support or applications programming services; reviews new or unusual situations and work assignments with higher-level management staff.

3. Provides routine technical and functional computer programming and system support within assigned area of responsibility.

4. Documents and tests applications; assists in diagnosing and resolving computer application problems; and prepares reports on operations and activities as required.

5. Prepares computerized reports on operations and activities as required.

6. Performs other related job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience:
Bachelor's degree from an accredited college or university in a related field; or four years experience at the MWD Assistant III level in the related field (effective through June 2015).

Required Knowledge of: Principles, practices, and procedures of computer programming; operational characteristics of various computer systems; word processing, spreadsheets and other software applications; current office procedures.

Required Skills and Abilities to: Provide technical computer programming and system support; program, test and implement system applications; assist in diagnosing and resolving computer application problems; provide user assistance for various software applications; learn methods and techniques used to develop, test and implement systems; respond to requests and inquiries from system user; operate office equipment; communicate clearly and concisely, both verbally and in writing; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups and the public.

Certificates, Licenses and Registrations Requirements:

- Valid California Class C Driver License that allows you to drive in the course of your employment.

Desirable Qualifications

None

PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS
The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered 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.

Physical Demands: The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment: The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines, or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

Vision Requirements: No special vision requirements.

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This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.

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