THE CITY OF LOS ANGELES   **CIVIL SERVICE COMMISSION**

CLASS SPECIFICATION

01-11-24

IT SPECIALIST, 1429

Summary of Duties: Employees in this classification prepare programs by analyzing specifications developed by systems professionals; determines computer processing requirements; develops systems and/or programming flowcharts, codes programs, and/or integrates and enhances Commercial Off the Shelf (COTS) software solutions; tests, debugs, and corrects errors in programs; prepares program and systems documentation; assists in analyzing and resolution of computer systems problems; and performs basic network configuration, scripting, network, and implementation tasks; maintains configuration databases and related processing; writes SQL queries and distributes routine reporting for RDBMS; and performs other related duties.

Class Characteristics: Incumbents of this classification normally prepare and modify programs for a variety of computer-based information systems. An IT Specialist prepares flowcharts and designs, configures, develops, tests, and supports programs along with necessary documentation.

Examples of Duties:
- Analyzes software or system specifications for functional and system requirements, dependencies, interface and data format requirements, business rules to follow, and other pertinent factors for fulfillment of business and user needs;
- Prepares detailed flowcharts indicating the sequence of computer operations necessary to process the data;
- Develops and configures software and information systems;
- Employs testing tools and methodologies to ensure accuracy and quality of programs and information systems;
- Utilizes programming languages to develop software applications and automation;
- Makes modifications to existing programs required by changing user requirements or to improve operational efficiency of existing programs;
- Makes modifications to and prepares revised or new documentation for modified or newly developed programs;
- Investigates, analyzes, and resolves user and operational problems;
- Performs basic network configuration and implementation tasks;
- Performs basic server configuration and implementation tasks;
- Works with queries databases for reporting, troubleshooting, and other support-related purposes;
- Maintains and distributes routine reporting for configuration databases;

- Coordinates a variety of project activities;
- Analyzes information requirements and software capabilities required to support office systems, personal and mid-range computers, and host-connected computers; and
- May occasionally be assigned to other duties for training purposes or to accommodate technological changes or emergencies.

<u>Minimum Requirements</u>:
1. Graduation from an accredited four-year college or university with completion of 24 semester or 36 quarter units in either information systems, computer engineering, or computer science; **<u>or</u>**
2. Successful completion of a two-year course of study in information technology (IT) from an accredited college or trade school with at least 12 semester or 18 quarter units in IT coursework and two years of full-time paid experience performing systems or programming tasks in a professional IT environment.

<u>Physical Requirements</u>: Strength to perform lifting of less than five pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on a case by case basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

> **As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.**