

# Classification Specification: Data Systems Specialist

Classification Number: 64153  
Effective Date: April 4, 2014

Pay Grade:  
Current Exemption Status: Nonexempt

## Position Summary

Provides expertise in complex application systems. Manages application configuration, determines upgrades, tests, validates, works with vendors and troubleshoots issues for a diverse group of complex applications.

## Essential/Primary Duties

- Manages application configuration and upgrades for a diverse group of complex application systems.
- Develops and maintains interface applications, custom reports and queries.
- Tests solution for accuracy; creates test plans for users to validate and accept results of work.
- Evaluates potential solutions to software related issues. Makes appropriate application and/or process changes for various applications and/or systems. Troubleshoots interface issues with campus systems, computers and related equipment.
- Maintains software by identifying new upgrades, recommending appropriate timing, performing testing and validating that production system is performing properly after upgrades. Assists with PCI review and remediation.
- Configures existing systems to meet new requirements or added devices. Installs and sets up hardware. Submits requests to ITS for network configuration changes. May execute the installation of new development or third party software.

## Experience and Education

### Experience

- Two years related experience required

### Education

- Associates degree in related field required

## Physical Requirements

Light work: with some physical demands such as continuously lifting/moving materials less than 25 pounds, but rarely moving more than 25 to 50 pounds.

## Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.  
Required to perform off-hour support and upgrades.

## Classification Specification: Data Systems Specialist

### Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to communicate clearly verbally
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to query, run reports and modify data in financial systems
- Ability to operate computers and peripheral equipment such as printers and/or tape and disk drives
- Ability to draft office correspondence
- Ability to perform basic computer programming
- Ability to effectively utilize audio/visual equipment
- Ability to operate hand and/or power tools appropriate to the trade

### Supervisory Responsibility

**Full-Time**

None

**Part-Time**

None

### Providing Direction

**Full-Time**

None

**Part-Time**

None

### Responsibility for Student Workers

None