

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Applications Specialist I or II	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
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Learn to use software and hardware tools including district-standard workstation and network tools for tasks related to the application; get technical guidance from Applications Specialists II and III. **E**

Assist others during the consultation with sites and departments who want to streamline and improve their internal information processes. Under the direction of Applications Specialists II and III, evaluate site or department ideas, suggest improvements, and participate in their implementation; provide documentation, training, and training materials, as needed for end-users, people training end-users, and other technical trainers; monitor changes for desired outcome. **E**

Assist with application system quality through compliance with various district or technical standards, such as version control or change management; assist in application testing and other quality control measures; execute procedures or processes developed by other application specialists; develop, maintain, and enhance application documentation.

Promote teamwork by sharing knowledge, providing cross-training for other employees, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and the department; may operate a vehicle to conduct work; lift light objects. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

Applications Specialist II: Perform all the duties of an entry-level Applications Specialist I in addition to the duties listed below. **E**

Act as a project leader and serve as the advanced technical specialist on complex information processing studies, systems, or problems. **E**

Act as a technical application resource to sites and departments who want to streamline and improve their internal information processes. In consultation with other Applications Specialists, evaluate site or department ideas, suggest improvements, and participate in their development and implementation. Function as a trouble-shooter,

Promotion to the next level in this series is contingent on two factors. First, the permanent employee must possess the minimum experience, education, and certification of the next level. Second, the permanent employee must have had at least two performance evaluations with an “above average” or better rating within the current Application Specialist level. As soon as an employee meets these two criteria, the employee will have demonstrated increased value to the district and an ability to accomplish tasks that are more difficult. At that time, the district will promote the employee to the next level in this series so that the district may make better use of these talents and experience immediately.