JOB INFORMATION

Effective Date	8/5/2021
Job Code:	3938
Job Title:	Client Serv DB/Analyst I
Salary Grade/Structure:	005 - Computing
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Information Technology
Job Family:	Application & DB Support
Job Summary	Under direct supervision, the Client-server Database Analyst I is responsible for development of applications that provide client-server applications interactivity with database technology. The Client-server Database Analyst I works with broad specifications provided from a lead person, supervisor, or end-user. The Client-server Database Analyst I interacts independently with the end-user community to develop more detail specifications or program flow as needed. The Client Server Analysts I develops and delivers application documentation and end-user training.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	in Information Technology or related discipline	Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	experience in IT analysis and programming	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
JAVA Certification	current and unexpired	within 1-1/2 Yrs	Required	

Licenses and Certifications

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Knowledge, Skills and Abilities

	KSAs	Proficiency
•	Knowledge of computer hardware and software, including applications and programming	Skilled
•	Knowledge of MVC architecture	Basic
•	Experience in software development, maintenance and user support on a Microsoft Windows NT or Unix platform as well as Microsoft SQLServer or other relational database management systems using ODBC or ADO.NET. Educational experience may be substituted. .NET, Java, C sharp,	Skilled
•	Experience in Java, JQUERY, ASP.NET, ADO.NET. C Sharp, .NET	Basic
•	Experience in SQL, T-SQL	Skilled
•	Ability to analyze software requests to determine the requirements of the requests. And find solutions to software problems from user problem descriptions in order to construct a solution.	Skilled
•	Ability to communicate verbally and in written form. Must be able to communicate relevant computer technical processes and terms to users using common language.	Skilled
•	Ability to handle multiple technical tasks at a time, including daily.	Skilled
•	Ability to research technical problems to the lowest level including analyzing and interpreting output from software applications.	Basic

JOB RESPONSIBIILTIES

Campus Security Authority   ☐

Remote Work Capable   ☒

Essential Functions

	Essential Function	% TIME
•	Development and maintenance of web enabled client server applications using a variety of development tools.	55%
•	Development and maintenance of applications.	15%
•	Preparation of program and user documentation.	10%
•	User training to include one-on-one and organized group classes.	10%
•	Professional training to include attendance at seminars, organized classes, and one-on-one, training with other team members	5%
•	Perform additional duties as assigned	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description

Client Serv DB/Analyst I   07/14/2022