

Job Family Matrix

Job Function: Information Technology		Job Family: Applications - Professional	
Job Family Summary: Perform or manage one or more information technology applications/web areas (development, engineering, architecture) for a School or University-wide.			
Job Title: Applications Professional II		Job Title: Applications Professional III	
Job Code: I0756P		Job Code: I0757P	
Grade Level: 56 Exemption: Exempt		Grade Level: 57 Exemption: Exempt	
Effective/Revision Date: July 2018		Effective/Revision Date: July 2018	
Job Summary		Job Summary	
Independently perform comprehensive applications/web development for project of medium to large size and complexity; work as part of a team to implement business solutions. Write basic code of moderate complexity and maintain related documentation.		Independently perform complex applications/web development for projects of large to very large size and complexity; typically work as part of a team to implement business solutions. Responsible for all aspects of application development cycle. Code advanced and complex software solutions.	
Core Duties		Core Duties	
<ul style="list-style-type: none"> • Participate fully in software development life cycle • Support technical solutions to deliver business requirements • Troubleshoot problems and suggest improvements to coding practices • Act as technical liaison to internal clients • Abide by and follow the Harvard University IT technical standards, policies and Code of Conduct 		<ul style="list-style-type: none"> • Participate fully in software development life cycle • Implement and support technical solutions to deliver business requirements • Identify and evaluate opportunities to improve services • Contribute ideas to coding best practices and new technologies • Draw on relationship and technical skills to act as technical liaison to internal and external clients • Abide by and follow the Harvard University IT technical standards, policies and Code of Conduct 	
		<ul style="list-style-type: none"> • Participate fully in software development life cycle • Research, design, and implement technical solutions to deliver business requirements • Identify opportunities to improve and simplify applications portfolio and implement related enhancements • Contribute to creation and maturing of software development best practices and new technologies • Draw on relationship and technical skills to act as technical liaison to internal and external clients and to mentor junior staff • Abide by and follow the Harvard University IT technical standards, policies and Code of Conduct 	

Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> Minimum of two years' post-secondary education and/or relevant work experience 	<ul style="list-style-type: none"> Minimum of two years' post-secondary education and/or relevant work experience 	<ul style="list-style-type: none"> Minimum of five years' post-secondary education and/or relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> Knowledge of information technology applications, processes, software and equipment Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor 	<ul style="list-style-type: none"> Minimum two years' additional post-secondary education and/or relevant work experience Knowledge of information technology applications, processes, software and equipment Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor 	<ul style="list-style-type: none"> Knowledge of information technology applications, processes, software and equipment Highly specialized knowledge of a specific technology Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
<ul style="list-style-type: none"> Completion of Harvard IT Academy specified foundational courses (or external equivalent) preferred 	<ul style="list-style-type: none"> Completion of Harvard IT Academy specified foundational courses (or external equivalent) preferred 	<ul style="list-style-type: none"> Completion of Harvard IT Academy specified foundational courses (or external equivalent) preferred
Physical Requirements	Physical Requirements	Physical Requirements
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> Work is performed in an office setting 	<ul style="list-style-type: none"> Work is performed in an office setting 	<ul style="list-style-type: none"> Work is performed in an office setting

Job Family Matrix

Job Function: Information Technology	Job Family: Applications - Professional
Job Family Summary: Perform or manage one or more information technology applications/web areas (development, engineering, architecture) for a School or University-wide.	
Job Title: Applications Professional V	Job Title: Applications Professional VI
Job Code: I0759P	Job Code: I0760P
Grade Level: 59 Exemption: Exempt	Grade Level: 60 Exemption: Exempt
Effective/Revision Date: July 2018	Effective/Revision Date: July 2018
Job Summary	Job Summary
Lead comprehensive applications/web development for highly complex projects; typically work as part of a team to implement complex business solutions. Deliver strategic and expert coding; focus on overarching development strategy for a large, complex, multi-faceted application. May manage a number of projects simultaneously.	Direct advanced applications development for major and highly complex projects; typically work as part of a team to implement complex business solutions. Manage a number of projects simultaneously. Define problem(s), design and gain resources to carry our solution(s). Set the strategic direction for the applications development group.
Core Duties	Core Duties
<ul style="list-style-type: none"> • Participate fully in software development life cycle • Lead development of technical solutions to deliver business requirements • Participate in long term strategic planning for the application portfolio(s) • Establish and maintain internal/external stakeholder relationships • Abide by and follow the Harvard University IT technical standards, policies and Code of Conduct 	<ul style="list-style-type: none"> • Participate fully in software development life cycle • Direct and oversee development of technical solutions to deliver business requirements • Lead decision-making on major project costs, timetable, resources and technologies • Lead long term strategic planning and actively contribute to enterprise wide initiatives • Abide by and follow the Harvard University IT technical standards, policies and Code of Conduct

Job Family Matrix

Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Minimum of seven years' post-secondary education and/or relevant work experience 	<ul style="list-style-type: none"> • Minimum of seven years' post-secondary education and/or relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • Knowledge of information technology applications, processes, software and equipment • Highly specialized knowledge of a specific technology • Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor 	<ul style="list-style-type: none"> • Minimum three years' demonstrated highly specialized knowledge of a specific technology • Knowledge of information technology applications, processes, software and equipment • Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor
Certificates and Licenses	Certificates and Licenses
<ul style="list-style-type: none"> • Completion of Harvard IT Academy specified foundational courses (or external equivalent) preferred 	<ul style="list-style-type: none"> • Completion of Harvard IT Academy specified foundational courses (or external equivalent) preferred
Physical Requirements	Physical Requirements
Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting

Job Family Matrix

Job Function: Information Technology		Job Family: Applications - Management	
Job Family Summary: Perform or manage one or more information technology applications/web areas (development, engineering, architecture) for a School or University-wide.			
Job Title: Applications Mgt II		Job Title: Applications Mgt III	
Job Code: I0756M		Job Code: I0757M	
Grade Level: 56 Exemption: Exempt		Grade Level: 57 Exemption: Exempt	
Effective/Revision Date: July 2018		Effective/Revision Date: July 2018	
Job Summary		Job Summary	
Supervise day-to-day comprehensive applications development for project of medium to large size and complexity; work as part of a team to implement business solutions. Write basic code of moderate complexity and maintain related documentation.		Independently manage complex applications/web development for projects of large to very large size and complexity; typically work as part of a team to implement business solutions. Code advanced and complex software solutions.	
Core Duties		Core Duties	
<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • Participate fully in software development life cycle • Support technical solutions to deliver business requirements • Troubleshoot problems and suggest improvements to coding practices • Act as technical liaison to internal clients • Abide by and follow the Harvard University IT technical standards, policies and Code of Conduct 		<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • Participate fully in software development life cycle • Implement and support technical solutions to deliver business requirements • Identify and evaluate opportunities to improve services • Contribute ideas to coding best practices and new technologies • Draw on relationship and technical skills to act as technical liaison to internal and external clients • Abide by and follow the Harvard University IT technical standards, policies and Code of Conduct 	
		<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • Participate fully in software development life cycle • Research, design, and implement technical solutions to deliver business requirements • Identify opportunities to improve and simplify applications portfolio and implement related enhancements • Contribute to creation and maturing of software development best practices and new technologies • Draw on relationship and technical skills to act as technical liaison to internal and external clients and to mentor junior staff • Abide by and follow the Harvard University IT technical standards, policies and Code of Conduct 	

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Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> Supervisory Experience Knowledge of Microsoft Office Suite, advanced Excel skills Knowledge of information technology applications, processes, software and equipment Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor 	<ul style="list-style-type: none"> Supervisory Experience Minimum two years' additional post-secondary education and/or relevant work experience Knowledge of Microsoft Office Suite, advanced Excel skills Knowledge of information technology applications, processes, software and equipment Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor 	<ul style="list-style-type: none"> Knowledge of Microsoft Office Suite, advanced Excel skills Knowledge of information technology applications, processes, software and equipment Highly specialized knowledge of a specific technology Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor
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Job Code: I0759M	Job Code: I0760M
Grade Level: 59 Exemption: Exempt	Grade Level: 60 Exemption: Exempt
Effective/Revision Date: July 2018	Effective/Revision Date: July 2018
Job Summary	
Lead/Oversee advanced applications development for major and highly complex projects; typically work as part of a team to implement complex business solutions. Deliver strategic and expert coding; focus on overarching development strategy for a large, complex, multi-faceted application. May manage multiple projects simultaneously.	Direct advanced applications development for major and highly complex projects; typically work as part of a team to implement complex business solutions. Define problem(s), design and gain resources to carry our solution(s). Set the strategic direction for the applications development group.
Core Duties	
<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • Participate fully in software development life cycle • Lead development of technical solutions to deliver business requirements • Participate in long term strategic planning for the application portfolio(s) • Establish and maintain internal/external stakeholder relationships • Abide by and follow the Harvard University IT technical standards, policies and Code of Conduct 	<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • Participate fully in software development life cycle • Direct and oversee development of technical solutions to deliver business requirements • Lead decision-making on major project costs, timetable, resources and technologies • Lead long term strategic planning and actively contribute to enterprise wide initiatives • Abide by and follow the Harvard University IT technical standards, policies and Code of Conduct

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