

**UNIFIED JUDICIAL SYSTEM
POSITION DESCRIPTION**

SENIOR PROGRAMMER ANALYST

CLASS CODE: 99-31-10

POSITION PURPOSE

Works on all phases of information system development including problem definition, serving in leadership roles over peers and subordinates on development teams, acting as mentors to other members of the staff, and developing and maintaining time-sensitive systems with wide impacts and visibility. Meets with clients on system design and is fully knowledgeable of clients' business and information flows as well as tools and technologies needed to meet clients' information requirements.

DISTINGUISHING FEATURE

This position defines business problems and solutions to provide Unified Judicial System (UJS) with efficient automation and technology solutions; designs, develops, programs, tests, documents, and implements information systems and enhancements to current systems to meet users' needs; and communicates with and provides support to business users in relation to their automation needs.

MAJOR RESPONSIBILITIES

Note: The duties listed are typical examples of work performed by positions in this job classification. Not all duties are included, nor is the list exclusive.

1. Defines business problems and creates solutions to provide UJS with efficient automation and technology systems.
 - a. Evaluates project scope and estimates timelines and costs.
 - b. Develops and evaluates feasibility of alternative approaches.
 - c. Establishes project priorities within the project.
 - d. Estimates resources required.
 - e. Researches, evaluates, tests, and documents new technologies as assigned.
 - f. Determines impact of implementing new technologies and/or projects and informs supervisors.

2. Designs, develops, and implements information systems and enhancements to current systems to meet users' needs.
 - a. Develops project plans.
 - b. Documents information systems.
 - c. Works with supervisors to design systems and designs system flows.
 - d. Integrates computer programs, sub-programs, data maps, and file structures.
 - e. Prepares program specifications, file specifications, and record layouts.
 - f. Prepares conversion plans.
 - g. Develops and performs complete tests of information systems.
 - h. Identifies and corrects system problems.

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- i. Maintains thorough proficiency in assigned computer programming languages and data base management software.
3. Performs other work as assigned.

SUPERVISORY FUNCTIONS

This position determines and oversees the priorities and processing of assigned projects, provides leadership to others assigned to development projects, provides technical oversight to and mentors other staff members when needed, and provides guidance to clients in determining system requirements to accommodate their business needs.

ESSENTIAL FUNCTIONS REQUIRE

Operating computer systems' hardware and technology; operating standard office equipment such as copiers, telephones, etc.; sitting for extended periods of time; working extended hours as needed; travel to meet with clients; and attendance in accordance with rules and policies. The incumbent is also required to work effectively with coworkers and the public; understand, evaluate, and analyze statistical data and draw reasonable and accurate conclusions from that data; manage stress appropriately; meet deadlines; demonstrate initiative and motivation; and communicate (verbally and in writing) complex technical concepts and ideas to non-technical individuals.

PROBLEMS AND CHALLENGES

Challenged to design and integrate multiple systems that interact and exchange information. This involves communicating among diverse groups of clients and translating their needs into technical programming or technology solutions while utilizing human and computer resources in the most effective manner. Further challenged to maintain the integrity of existing computer systems by analyzing and resolving information system problems.

Problems include debugging system and programming problems, coordinating team assignments to meet project deadlines, determining the impact of proposed changes on a client's information system, and implementing enhancements on schedule with minimal disruption to the system's operation.

DECISION-MAKING AUTHORITY

Decisions include priority of tasks within projects, work assignments for team members, time/cost estimates, resource requirements and manner of allocation, and design decisions on systems that impact other systems.

Decisions referred include priority of overall projects in the agency; funding and budgeting decisions; and development of internal policies, rules, and regulations.

CONTACT WITH OTHERS and PURPOSE

Daily contact with end users to discuss system needs and design, with staff to discuss programming/analysis problems and strategies, and with supervisors and other developers within UJS IT office to ensure that work is carried out properly; frequent contact with end users

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and outside contacts for system development and to provide solutions, recommendations, and status on normal client processes in writing, verbally, or graphically as appropriate; occasional contact with outside vendors to discuss changes or problems affecting UJS information systems; and contact as necessary with UJS IT Training and HELP Desk Manager to provide relevant information on system changes that will impact end users.

WORKING CONDITIONS

The incumbent works in a typical office environment, and may be subject to on-call or after-hours work to resolve critical system problems as approved by supervisors.

COMPETENCIES/QUALIFICATIONS FOR APPOINTMENT

Knowledge, Skills and Abilities:

Knowledge of:

- principles, theories, and concepts of computer programming;
- design and related fields of technology;
- tools and technologies available to meet client information requirements;
- operating characteristics of the state's information systems environment;
- at least one computer operating system, database management software package, and programming language as assigned by supervisors;
- Job Control Language (JCL) if primary assignment is development/maintenance of enterprise server applications.

Skill in:

- time management;
- mentoring.

Ability to:

- communicate effectively with clients in their language and translate this information into system language;
- generate information systems solutions for clients;
- provide project leadership and mentorship.

Education:

Bachelor's degree from an accredited university or college in computer science, information systems technology, or a related field.

Experience:

Two (2) years progressively responsible work experience in computer programming; or an equivalent combination of related education and experience.