

UNIFIED JUDICIAL SYSTEM POSITION DESCRIPTION

APPLICATION DEVELOPER/ANALYST

CLASS CODE: 99-31-09

POSITION PURPOSE

Maintains, enhances, tests, documents, and supports assigned Unified Judicial System (UJS) information systems and internally developed applications. Analyzes user needs, system issues, application functionality, and researches and devises appropriate solutions to ensure continuing system capability and availability; develops and tests code changes and application enhancements; troubleshoots application errors; expands business knowledge and, under supervisory direction, applies what is learned to resolve business problems; and participates in maintaining established and developing new information systems through ongoing support and by serving on development teams.

DISTINGUISHING FEATURE

This position maintains, develops, troubleshoots, tests, and supports assigned information systems through timely and efficient upkeep of technology that allows continual and successful use of systems by end users; researches and acquires knowledge of UJS systems; 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 inclusive.

1. Recommends solutions to problems with assigned systems by defining clients' issues for supervisory review and approval, analyzes and resolves application issues by reviewing system behaviors, application code, error messages, logs, existing data, and develops and tests corrective measures to restore functionality and fulfill users' needs.
 - a. Reviews work orders, user-reported issues, and assigned development requests.
 - b. Prepares estimates of project timelines for supervisors' authorization.
 - c. Studies programming code, consults with senior developers, business analysts, and supervisors when needed, and determines the probable source(s) of the problems.
 - d. Maintains, develops, and troubleshoots application code and tests resulting changes prior to supervisory approval.

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2. Performs maintenance to existing information systems as assigned, and participates on development teams to create new and expand existing information systems to improve and enhance available technology.
 - a. Learns and uses appropriate development languages.
 - b. Develops functional and technical program specifications.
 - c. Designs, develops, maintains, tests, and implements programs in information systems as assigned.
 - d. Develops and applies test data to information systems.
 - e. Instructs clients on the use of information systems.
 - f. Corrects application malfunctions.
 - g. Reads output from code utilities, logs, and error messages.
 - h. Designs systems' architecture and workflow.
 - i. Develops, maintains, tests, and debugs application code.
 - j. Works with users to identify systems' bugs.
 - k. Monitors the operation of assigned applications after implementation and reports any deficiencies to management.
 - l. Follows UJS standards and best practices.
 - m. Updates documentation when application changes are made.
3. Supports code management and deployment processes by maintaining source code to meet requirements and support ongoing development and scalability; prepares approved code changes for deployment and assists with issue resolution.
 - a. Utilizes approved source-control and code management software and tools.
 - b. Maintains code repositories, ensuring proper version control and organization.
 - c. Implements branching and merging strategies to manage code changes effectively.
 - d. Coordinates and executes code deployments across various environments.
 - e. Monitors deployments to ensure successful execution and resolve any issues that arise.
 - f. Stays updated with the latest trends and technologies in code management and deployment.
4. Performs other work as assigned.

SUPERVISORY FUNCTIONS

This position does not have supervisory authority. It is responsible for maintaining and supporting the assigned information systems under the general supervision of management.

ESSENTIAL FUNCTIONS REQUIRE

Operating computer systems' hardware and technology; operating standard office equipment such as copiers, telephones, etc.; sitting for extended periods of time; and attendance in accordance with rules and policies. The incumbent is also required to work effectively with UJS staff, other agencies, vendors, and the public; understand,

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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

The incumbent is challenged to analyze application and system problems that affect court business operations and translate them into efficient, reliable, and maintainable technical solutions. This requires reviewing and understanding complex application coding, databases, tables, error messages, and reports; acquiring knowledge and understanding of business functions; developing and testing solutions; and translating technical terms into understandable language for end users.

Typical problems include correcting, coding, and testing of programs; identifying system design problems; and determining how required enhancements to existing systems may be applied while maintaining the systems' integrity and operational status.

DECISION-MAKING AUTHORITY

Decisions include application design and language, file structure, screen, technical documentation, and report layouts; determining and creating proper test data; and priority of work requests within assigned area of responsibility.

Decisions referred to management include overall priority of work requests, approval of application design, and policy interpretations.

CONTACT WITH OTHERS AND PURPOSE

Daily contact with supervisor and other developers within the IT Office to ensure that work is carried out properly; routine contact with business analysts and end users as assigned to gather information on new or revised information systems; and contact as necessary with the UJS computer training specialist 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 application problems as approved by the supervisor.

COMPETENCIES/QUALIFICATIONS FOR APPOINTMENT

Knowledge, Skills, and Abilities

Knowledge of:

- computer science;

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- programming principles, techniques, and languages;
- testing, debugging, and maintaining code;
- current tools and technologies;
- operating characteristics of environments of assigned information systems;

Skill in:

- multi-tasking;
- writing, testing, debugging, and maintaining code;
- preparing technical documentation;
- logical reasoning.

Ability to:

- communicate with technical and non-technical clients and translate their needs, ideas, and suggestions into logical solutions to business problems;
- analyze and resolve information system errors;
- use and apply standard principles, theories, and concepts of computer programming and design;
- update documentation as required;
- create time estimates as needed;
- work independently under established standards and supervision;
- learn at a fast pace.

Education:

Associate's degree from an accredited university, college, or technical school in computer science, information systems technology, or related field.

Experience:

One (1) year of programming experience; or an equivalent combination of related education and experience.