

UNIFIED JUDICIAL SYSTEM POSITION DESCRIPTION

SENIOR APPLICATION DEVELOPER/ANALYST

CLASS CODE: 99-31-10

POSITION PURPOSE

Performs advanced application development, testing, documentation, maintenance, and support for assigned Unified Judicial System (UJS) information systems and internally developed applications. Works on all phases of information system development lifecycles, including problem definition, providing technical guidance and mentoring to other members of the staff, developing and maintaining time-sensitive systems with wide impacts and visibility. Works with users, business analysts, supervisors, vendors, and other agencies 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 UJS with efficient automation and technology solutions; designs, develops, programs, tests, documents, and implements information systems and enhancements to new and existing 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. Analyzes system and business problems and recommends technical solutions to provide UJS with efficient automation and technology systems.
 - a. Evaluates project scope and provides estimates on 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, tests, documents, maintains, and implements information systems and enhancements to new and existing systems to meet users' needs.
 - a. Develops functional and technical specifications, system flows, file structures, and conversion plans.
 - b. Documents information systems, including up-to-date records of code changes, deployments, and backup activities.
 - c. Recommends software improvements, upgrades, and efficiency enhancements to management.

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- d. Integrates computer programs, sub-programs, data maps, and file structures.
 - e. Performs complete testing of assigned information systems and enhancements.
 - f. Identifies and corrects system problems while maintaining system integrity and availability.
 - g. Maintains thorough proficiency in assigned computer programming languages and data base management software.
 - h. Conducts research on emerging application development software products, languages, and standards in support of development efforts.
 - i. Recommends, schedules, and performs software improvements and upgrades, including efficiency improvements.
 - j. Works with vendors when needed to support implementation, adaptation, or issue resolution.
 - k. Follows UJS standards and best practices.
3. Ensures all code management and deployment activities comply with organizational security policies, including input validation, authentication, authorization, password handling, error handling and logging, and session management.
- a. Implement security measures to protect source code and deployment environments from unauthorized access and vulnerabilities.
 - b. Perform code reviews to identify potential issues and ensure adherence to coding standards and best practices.
 - c. Work closely with IT teams to plan and execute deployments.
 - b. Utilizes approved code management software to track and manage source code changes.
 - d. Maintains code repositories, ensuring proper version control, branching and merging practices.
 - e. Coordinates approved deployments across various environments.
 - f. Monitors deployments to ensure successful execution, maintains and performs updates to applications once deployed, and resolves any issues that arise.
 - g. Stays updated with the latest trends and technologies in code management and deployment.
 - h. Receptive to feedback during code reviews and actively incorporates constructive criticism.
4. Performs other work as assigned.

SUPERVISORY FUNCTIONS

This position does not have supervisory authority. It determines and oversees the priorities and processing of assigned projects, provides technical guidance, 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 UJS staff, other agencies, and the public;

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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

Challenges include designing, developing, maintaining, and integrating multiple systems that interact and exchange information. This involves communicating among diverse groups of clients and translating their needs into technical solutions while utilizing human and computer resources in the most effective manner. Further challenged to maintain the integrity and availability 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, documenting, 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 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:

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Knowledge of:

- principles, theories, and concepts of computer programming;
- design and related fields of technology, including cloud-based technology;
- testing, debugging, and deployment methods;
- 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.

Skill in:

- time management;
- writing, testing, debugging, and maintaining code;
- preparing technical documentation;
- mentoring.

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 system errors;
- update documentation as required;
- create time estimates as needed;
- provide project mentorship to less experienced developers.

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.