

**DESCRIPTION:** Under limited supervision, this class functions as lead worker of three or more IT professionals (at the IT Applications Developer or another I.T. class at an equivalent or greater level) in the development or enhancement of computer applications through programming (coding); performs logical and physical database design; responsible for managing assigned projects utilizing comprehensive project management practices; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the third level in the series of three (I.T. Applications Developer, I.T. Applications Developer/SR, I.T. Applications Developer/Lead). Incumbents spend majority of their time as work leaders – coordinating teams of technical and business staff, making assignments, preparing project/work plans, monitoring work progress/quality, resolving conflicts and preparing project progress reports; positions classified to this level must be leading three I.T, Professionals at the IT Applications Developer or another I.T. class at an equivalent or greater level, on a regular and recurring basis.

**EXAMPLES OF WORK:** (Incumbents may not be assigned all the duties listed nor do the listed examples include all the duties that may be assigned.)

Leadership:

- Coordinates work efforts
- Makes assignments/ensures completion
- Prepares project/work plans
- Monitors work progress/quality
- Prepares progress reports
- Resolves conflicts
- Provides input for performance evaluations
- Recommend approval of leave time usage

General duties:

- Leads the consulting work with clients on application issues
- Uses application development tools and utilities as appropriate
- Assists and mentors peers and subordinates

Systems Analysis:

- Preparing or leading the preparation of the business problem definition
- Performs or leads the performance of the information analysis and organization
- Accomplishes or leads the accomplishment of the information collection
- Prepares or leads the preparation of economic evaluation
- Prepares or leading the preparation of the solution development and evaluation

System Design & Implementation:

- Developing or leading the development of the functional design
- Developing or leading the development of the technical design
- Preparing or leading the preparation of the system specifications
- Developing or leading the development of the implementation plan

- Developing or leading the development of the training
- Preparing or leading the preparation of the support material
- Providing or leading the on-going support effort

Logical Database Design:

- Leads or prepares the design analysis phase.
- Leads the data management effort
- Leads the data structure effort
- Leads or prepares the data definition effort

Physical Database Design:

- Leads the physical database design phase
- Leads the access methods effort
- Leads the sub-system facilities effort
- Leads the IMS databases effort
- Leads the relational databases effort

Programming & Testing:

- Develop or lead a team in developing program code; assemble/compile code and debug code
- Perform or lead the performance of the program testing
- Prepare or lead the preparation of the program documentation

Application Architecture:

- Assist the Customer and Development Management to determine the application hardware/software architecture to be used

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** (These are needed at entry level to perform the work assigned.)

Knowledge of: software development principles and methods; basic math; principles and processes involved in business and organizational planning, coordination, and execution; design techniques, principles, tools, and instruments; instructional methods and training techniques; principles, methods and procedures for designing, developing, optimizing, and integrating new and/or reusable systems components; pertinent government regulations surrounding applications used; principles and processes for providing customer service; software system testing procedures, programming and documentation; infrastructure requirements; system analysis; logical/physical database design; database management principles and methodologies including data structures, data modeling, data warehousing, and transaction processing.

Skill in: analyzing needs and product requirements to create a design; applying systems engineering concepts and factors; using basic math to solve problems; writing computer programs for various purposes; information gathering; troubleshooting; effective communication; active listening; active learning; reading comprehension; weighing the relative costs and benefits of a potential action; platform selection; idea evaluation; identification of key causes; coordination; visioning; determining when important changes have occurred in a system or are likely to occur; identifying long term outcomes of a change in operations; writing, debugging, and maintaining code; integrating hardware/software components; determining output media/formats.

Ability to: apply programming languages; read and understand information and ideas; reason inductively and deductively; communicate information and ideas, so others will understand; recognize a problem; put information in order; develop creative ways to solve a problem; organize different pieces of information into a meaningful pattern; concentrate and not be distracted while performing a task over a period of time; identify or detect a known pattern that is hidden in other distracting material; perceive similarities and differences in pieces of information; think logically; instruct others; organize, plan and prioritize work; develop objectives and strategies; coordinate work efforts; make assignments; prepare project/work plans; monitor work progress; prepare progress reports; provide guidance to less experienced coworkers in solving programming problems; translate and interpret functional requirements; test, install, implement, document and maintain software; design, code, test and debug large and complex programs; apply computer assisted software engineering tools to the design and development process; maintain source code; modify and upgrade code as necessary; coordinate efforts to enhance software reliability; lead a multi-functional development project in software analysis, design, development and implementation for a new system or major enhancement to an existing system; investigate, evaluate and select tools and methods for improving productivity and software quality throughout the life cycle; assess the feasibility of adopting new software design technologies within the current systems environment; coordinate demonstration of new and enhanced applications to customers and management; identify and correct variances in achieving cost, schedule and performance goals; identify resource requirements; lead teams conducting independent validation and verification of agency-wide or multi-agency applications software prior to final acceptance.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

A bachelor's degree or equivalent in computer science, information systems, mathematics, engineering or other related field and two years of experience, education, or training in coding computer applications; programming experience can be substituted for education on a year for year basis, one year of which as a project coordinator, leader, or supervisor.

**SPECIAL NOTES:**

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).