

STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION		WORKING TITLE	
Systems Software Specialist III (Technical)		Application Developer	
UNIT/DISTRICT/LOCATION		POSITION NUMBER	
Centralized Revenue Opportunity System (CROS)		290-487-1367-008	
SEERA DESIGNATION	BARGAINING UNIT	WORK WEEK GROUP	CERTIFICATES REQUIRED
Rank and File	R01	E	N/A
FINGERPRINTS REQUIRED		SUPERVISION EXERCISED	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		May act as lead	

Job Requirements

Knowledge of:

- Information Technology (IT) systems programming, equipment, and capabilities; Interfaces between hardware and software
- Requirements for the installation and implementation of the most complex IT systems
- Application of the System Development Life Cycle (SDLC)
- Enterprise technology solutions utilized in tax administration environments
- Enterprise technologies and software such as Service Oriented Architecture, Enterprise Service Bus, Business Process Management, Enterprise Content Management, and Business Rules Management System
- Development using the Microsoft.Net platform encompassing windows communication framework, programming languages such as C#, JavaScript, ASP.NET (MVC, WebForms, Web API), HTML, SharePoint and SQL Server
- Development using the Microsoft.Net platform using web deploy to provide seamless integration with IIS Manager (ISS7 and above), Visual Studio (2010 and above) for creating packages and deploying them onto a machine, both locally and remotely
- Service Oriented Architecture (SOA) and developing SOA, Windows Communication Foundation, and Representational State Transfer services in support of a large scale organization
- Coding and leading Object Oriented development using C# for ASP.NET
- Design and construction of custom applications, reusable services and interfaces
- Web based solutions using HTML, CSS, JavaScript, JQuery; SQL development and database design
- Telerik controls like Ajax, RAD or KendoUI
- Client/server system components and operations
- Data access security policies, procedures, rules, and regulations

Ability to:

- Write complex programs; Develop detailed program specifications; Prepare effective reports and technical documentation
- Apply knowledge to analyze information and situations to identify problems, reason logically, and draw valid conclusions to determine and implement an effective course of action
- Apply creative thinking in the design and development of methods to process information with IT systems
- Monitor and resolve problems with IT systems hardware, software, and processes
- Identify system requirements; design and develop information systems
- Adhere to systems development standards and methods to ensure compliance with IT standards
- Work in a small and agile technical team and participate in all phases of the SDLC
- Lead and coordinate the activities of technical staff
- Prioritize workload to ensure that the most critical problems are resolved expeditiously
- Obtain consensus of users and others involved in the development of the IT solutions
- Coordinate with BOE management and staff, the Department of Technology, and others on system issues
- Provide advanced assistance to users to resolve system/hardware operating or networking difficulties
- Communicate verbally and in writing to effectively exchange and/or provide information to others
- Effectively apply interpersonal skills to establish and maintain effective working relationships with others

- Adapt to new situations, respond positively to new policies, and resolve conflicting instructions
- Manage multiple assignments and manage time effectively
- Work independently to perform assigned tasks
- Work in a high rise building

Desirable Qualifications

- Bachelor of Science in Computer Science or related field
- Microsoft Certified Technology Specialist, Microsoft Certified Solution Developer, or other IT certification(s) acknowledging area of specialization
- Experience with financial software

Statement of Position

Under the general direction of the Systems Software Specialist III (Sup), on the Centralized Revenue Opportunity System (CROS) Project, the Systems Software Specialist III (Technical) works as an independent technical specialist on complex software projects, software conversions, and complex systems maintenance. The incumbent participates in all stages of the Systems Development Life Cycle, in order to create and maintain interfaces, databases and applications in support of the CROS Solution. The incumbent provides expertise on business intelligence initiatives and supports revenue stream reporting. The incumbent participates in the design of the CROS Enterprise Service Gateway to facilitate the exchange of data with external agencies. The incumbent also acts as team lead on complex interface application projects as necessary.

Candidate must be able to perform the essential job functions (*) with or without reasonable accommodations.

PERCENTAGE OF TIME SPENT	DUTIES
60%*	<p><u>Essential Functions</u></p> <p>Develop and Test Systems</p> <ul style="list-style-type: none"> • Participate and lead in the development of software applications and systems using current framework and technologies, such as Microsoft .NET • Serve as interface liaison between CROS database engineering and administration, and the CROS IT Operations teams • Support interface engineering efforts by providing input from daily operations, reviewing product assessments and participating in proofs of concept or prototypes • Implement engineering deliverables such as new product installation and configuration checklists, best practices, standards and scripts • Review interface design specifications for new applications and projects to ensure compliance with enterprise interface guidelines and standards • Perform web-based development using programming languages such as C# or VB.Net using Microsoft ASP.NET, and associated technologies. • Participate and lead the development of web services based on the service oriented paradigm using Microsoft .NET and Windows Communication Foundation framework. • Participate and lead in the development of capacity planning for large-scale web applications to ensure highly available, load balanced, and fault tolerant applications and application infrastructures • Participate and lead in the development of components and applications that interface with applications developed using non-Microsoft technologies such as Java 2 Platform, Enterprise Edition (J2EE) • Participate and lead in the development and design of business intelligence reports for reporting the revenue collected by the different business program areas using tools such as SQL Server Reporting Services, per functional specifications provided by program areas • Participate in documenting system processes and procedures according to departmental standards • Provide guidance to less experienced technical staff performing routine system development duties • Lead technical staff in testing systems, collecting and analyzing test results, and resolving related issues in development
20%*	<p>Analyze and Design Systems</p> <ul style="list-style-type: none"> • Provide expertise on business intelligence initiatives; Analyze and convert data into meaningful and useful information for business analysis; Extract data from BOE legacy systems, such as IRIS and ACMS, in support of program revenue stream reporting; Coordinate with the Compensation Model Lead among other project and technical staff on business intelligence methodology • Participate in the analysis and design of the CROS Enterprise Service Gateway to facilitate the exchange of data with external business partners, according to BOE policy and IT best practices • Collect and analyze software application and system requirements, define architecture, document technical design, and formulate proposed solutions • Participate in the analysis of system projects; Determine the impact of proposed changes to the existing computing environment; Collect and integrate business requirements and develop alternatives • Evaluate new technologies, develop and present recommendations to senior

<p>10%*</p> <p>5%*</p> <p>5%</p>	<ul style="list-style-type: none"> management and peer groups • Create software solution based prototypes; Demonstrate solutions to stakeholders • Research and verify design compliance with the organization’s enterprise frameworks, standards, and best practices • Provide guidance to less experienced technical staff performing routine system analysis and design duties <p>Implement Systems</p> <ul style="list-style-type: none"> • Implement software application and system projects using Microsoft .NET framework based technologies such as MS-ASP.Net, Windows Communication Foundation (WCF) services which conform to WS-Security standards, and MS SQL Server 2012 • Lead, and provide technical expertise, on the implementation of system capabilities and processes • Provide guidance to technical staff on the most complex system deployment issues in support of project initiatives in revenue stream reporting and business intelligence, among other initiatives <p>Maintain and Enhance Systems</p> <ul style="list-style-type: none"> • Perform and lead complex software application and system enhancement efforts in order to improve performance • Participate in the identification of system scope creep; Develop change requests in order to document scope creep • Perform Impact Analysis to identify potential consequences of system changes • Monitor system utilization and system performance to ensure continued operations and the future capacity needs • Lead production system support tasks as necessary • Plan, develop, coordinate, and apply firmware and software patches, hot fixes and security updates • Provide technical expertise to resolve complex data processing technical issues and software problems • Develop documentation on system maintenance, troubleshoot, and discovery recovery purposes • Provide guidance to technical staff on complex system troubleshooting issues <p><u>Marginal Functions</u></p> <ul style="list-style-type: none"> • Participate in the development and evaluation of IT procurement and project proposals including providing IT inputs to project Request for Proposals, Feasibility Study Reports, Budget Change Proposals, and Post-Implementation Evaluation and Reviews, and service level agreements • Participate in training technical staff and users, such as BOE and other State agency stakeholders, on changes to new and existing systems to properly use software tools and understand the impact of changes to computer environment using vendor documentation, technical knowledge, and communication skills • Other job-related duties as required
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I have read this duty statement and fully understand my assigned duties.

EMPLOYEE'S SIGNATURE

DATE

I have reviewed these duties with the above named employee.

SUPERVISOR'S SIGNATURE

DATE
