

STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION		WORKING TITLE	
Senior Programmer Analyst (Specialist)		Programmer	
UNIT/DISTRICT/LOCATION		POSITION NUMBER	
TSD/Audits and Appeals		290-381-1583-008	
SEERA DESIGNATION	BARGAINING UNIT	WORK WEEK GROUP	CERTIFICATES REQUIRED
Rank and File	1	4C	None
FINGERPRINTS REQUIRED	Y N	SUPERVISION EXERCISED	
	<input type="checkbox"/> <input checked="" type="checkbox"/>	None	

JOB REQUIREMENTS

Knowledge of:

- Information technology system programming, equipment, and its capabilities; principles and techniques of studying work
- Processes for new or revised information technology system applications
- Principles of designing methods of processing information
- Technical report writing; statistical methods;
- Principles of public administration, organization, and management
- Principles of personnel management
- Approved Lead person responsibilities

Ability to:

- Represent the organization within and outside the Board that will enhance respect for, and confidence in the employee, division, agency and state government as a whole.
- Interact respectfully, professionally, positively and courteously when communicating and working with others
- Effectively apply IT concepts, practices, methods, and principles in solving the most complex business and technical issues
- Effectively carry out approved Lead person responsibilities
- Plan, organize and manage work assignments for staff
- Gain and maintain the confidence and support of management
- Motivate staff
- Effectively communicate both orally and in writing
- Write complex programs and develop detailed program specifications
- Analyze information and situations
- Reason logically and creatively
- Identify problems and draw valid conclusions and develop effective solutions
- Apply creative thinking in the design and development of methods of processing information with information technology systems
- Establish and maintain cooperative working relationships with those contacted in the course of the work
- Communicate effectively
- Prepare effective reports

Desirable:

- Knowledge of principles, practices, and techniques of personnel management, supervision, and employer-employee relations
- Knowledge of supervisors' role in the Equal Employment Opportunity Program and the process available to meet equal employment opportunity objectives.
- In-depth understanding of modern information technology concepts.
- In-depth knowledge of current techniques of application systems analysis, design, development, implementation, and maintenance and pertinent issues.
- Thorough understanding of the supported business processes.
- Employ a structured system development life cycle.

Continued -

- Possess excellent skills in working with technical and business staff.
- Project planning and project management principles
- Quality assurance and control methods.
- The budget cycle, state information technology policies and their ramifications on proposed information technology projects.
- Database architectures
- Awareness of corporate integrated architecture and implications of the architecture on system design and implementation, and on maintenance procedures.
- Develop and communicate a thorough understanding of a business area's objectives
- Develop a thorough understanding of the supported business processes and related information technology issues.
- Effectively interact with all levels of management, both within and external to the BOE.
- Understand and describe technical situations.
- Evaluate alternatives and recommend effective solutions
- Lead and direct technical staff in building and maintaining complex systems.
- Keep current, understand, consider, and incorporate IT industry trends and standards
- Work in a high-rise building

Statement of Position

Under the general direction of the Data Processing Manager II, the Senior Programmer Analyst (Specialist) provides technical leadership in a team environment in the development and implementation of the most complex application systems. Provides technical support and coordinates with appropriate technical and business staff in all aspects of the systems development life cycle and ensure successful development and implementation of systems in support the Board's business processes. Serves as the project leader for the Unit/Section and perform some of the responsibilities of the Unit/Section supervisor. Candidate must be able to performing the essential job functions (*) with or without reasonable accommodation.

PERCENTAGE OF TIME SPENT	DUTIES
25% (*)	The incumbent is responsible for such tasks as: making work assignments; reviewing completed work; providing on-the-job training, coaching and mentoring; communicating priorities and deadlines for assignments; and providing input to a designated supervisor regarding employee performance and development plans.
50% (*)	<p>Provides technical leadership and support to application development staff in the development, implementation, and ongoing maintenance and support of the most complex applications systems including the following:</p> <ul style="list-style-type: none"> • Acts as technical manager for assigned development projects. • Determines technical resource and training requirements. Provides expert level leadership in project planning and execution. Recommends project team resources and members to appropriate unit and/or section manager. • Provides expert level technical consultation, training, and troubleshooting support of the most complex application code, database, and system environment problems to applications development staff • Develops the most complex mechanisms to improve the application and system environment or oversees journey level staff in the development of less complex mechanisms. • Designs and develops the most complex corporate code to meet the needs of an integrated corporate database environment. • Monitors staff adherence to standards covering all phases of the BOE system development life cycle. • Develops and maintains comprehensive project plans and schedules. Employs a structured systems development life cycle. • Recommends policies, procedures, and tools for creating, classifying, and assessing corporate and distributed data. • Develops the most complex and comprehensive programs, processes, and procedures to ensure integrity and accurate data handling in the integrated corporate database environment.

	<ul style="list-style-type: none"> • Assigns and monitors project tasks for the technical team members. • Reports project status and issues to the appropriate unit and section managers. • Coordinates project activities with other appropriate organizations including business staff, operations, network, DA/DBA, TSD administration, and other programming units. • Prepares logical and physical design specifications.
10%	Provides support to other project managers and project staff as needed for the most complex problems and issues.
5%	Prepares project-planning efforts, including the identification of technology platforms, budget needs, and resource requirements. May participate in or lead in the preparation of formal approval and procurement documents and efforts.
5%	Participates in or leads the most complex comprehensive projects, problems or issues that relate to TSD infrastructure, standards, and/or procedures.
5%	Maintains an awareness of the constantly evolving concepts and technologies pertaining to application development. Investigates new tools, techniques and methodologies and recommends them appropriately to develop and maintain a state-of-the-art environment for TSD development staff for any platform. Participates with other Board entities in evolving common concepts and approaches to application development issues.

*** (These duties are essential in performing the required work functions in the position of Senior Programmer Analyst)**

<i>I have read this duty statement and fully understand my assigned duties.</i>	
EMPLOYEE'S SIGNATURE	DATE
<i>I have reviewed these duties with the above named employee.</i>	
SUPERVISOR'S SIGNATURE	DATE

1583-AA0313