

POSITION DESCRIPTION

IMPORTANT: PLEASE READ INSTRUCTIONS ON PAGES 2 and 3

OSER-DCLR-10 (Rev. 08-2010)
State of Wisconsin
Office of State Employment Relations

1. Position No. 332967	2. Cert / Reclass Request No.	3. Agency No. 437
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4. NAME OF EMPLOYEE	5. DEPARTMENT, UNIT, WORK ADDRESS Department of Children and Families Division of Management Services/BITS/KIDS
6. CLASSIFICATION TITLE OF POSITION IS Systems Development Services - Professional	212 East Washington Ave Madison WI 53703
7. CLASS TITLE OPTION (to be filled out by Human Resources Office)	8. NAME AND CLASS OF FORMER INCUMBENT Mark Vian – IS Systems Development Services - Senior
9. AGENCY WORKING TITLE OF POSITION KIDS Web Developer	10. NAME & CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES Evelyn Albrecht – IS SDS-Professional
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Anne Hegarty – IS Supervisor 2	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?
13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? IF YES, COMPLETE AND ATTACH A SUPERVISOR EXCLUSION ANALYSIS FORM (OSER-DCLR-84). YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

14. POSITION SUMMARY - PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:

SEE ATTACHED

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Please see sample format and instructions on Page 3.)

- GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
- WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
- TIME %: Include for goals and major worker activities.

TIME %	GOALS AND WORKER ACTIVITIES	(Continue on attached sheets)
	SEE ATTACHED	

16. SUPERVISORY SECTION – TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (See instructions on Page 2.)

- a. The supervision, direction, and review given to the work of this position is X close limited general.
- b. The statements and time estimates above and on attachments accurately describe the work assigned to the position.
(Please initial and date attachments.)

Signature of first-line supervisor _____ Date _____

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.
(Please initial and date attachments.)

Signature of employee _____ Date _____

18. Signature of Personnel Manager _____ Date _____

DISTRIBUTE COPIES OF SIGNED FORM TO:

- P-FILE
- OFFICE OF STATE EMPLOYMENT RELATIONS
- EMPLOYEE
- DEPARTMENT
- CERT REQUEST COPY

Position Summary:

This position is at the entry level and functions under close supervision. This position participates in all phases of systems design, development and maintenance; assist in the preparation of detail system specifications. Develop medium to high complexity programs and/or procedures and modify existing systems in accordance with client requirements. Also, assume responsibility for management of low-complexity less critical applications and assist in managing more complex, more critical applications. Participate in section activities, obtain relevant training and perform other assignments, as required.

Goals and Worker Activities:

- 30% A. Analysis and design of new systems and maintenance or enhancements to existing systems.
- A1. Participate in meetings between the Bureau of Information Technology (BIT) and system end users to define goals, objectives and requirements of new systems and to gather detail needed for cost/benefit analysis and system design.
 - A2. Propose methods for satisfying user requirements and identify advantages of alternative methods to assist with the selection of a final system design proposal.
 - A3. Prepare time and cost estimates for specific system tasks or components to aid in cost/benefit analysis, feasibility reports, and planning reports.
 - A4. Prepare detailed design specifications using structured and/or object oriented design techniques to define system functions or components.
 - A5. Interact directly with end-users to assure mutual understanding and agreement of detail design specifications.
 - A6. Prepare presentations, narratives, memos, status reports, file layouts, abstracts, etc.
 - A7. Prepare programming and procedural specifications as required by the programming problem and BIT standards, to define program structure and logic.
 - A8. Prepare and/or update documentation, in accordance with BIT standards, to provide programmer/analysts with the information required to understand and maintain the program and/or procedures.
 - A9. Submit documentation and other required forms, in accordance with BIT standards, to effectively transfer to production status.
- 30% B. Development of new computer programs and maintenance to existing programs or technical procedures.
- B1. Review program or maintenance requirements to gain understanding of the programming problem.
 - B2. Participate in formal specifications review or walk through to assure satisfaction of requirements.

- B3. Code medium-complexity computer programs or modifications with Microsoft Web applications development software, tools and environment such as Visual Basic, VB.Net, ASP.Net, .Net Framework, Visual Studio, JavaScript, Web Services, Stored Procedures, CSS, C#, Ajax, XHTML, and HTML in a Microsoft Web development environment using components such as IIS, COM+, DB2 Connect, Team Foundation Server and interfacing with COBOL, CICS programs utilizing DB2 and Oracle Relational DataBase Management Systems to comply with program specifications and BIT standards.
 - B4. Prepare tests and test data to test and debug programs and/or procedures to assure compliance with specifications.
 - B5. Participate in system testing, when required, to assure that computer programs/procedures within a system will function together correctly.
- 20% C. Assumption of responsibility for accurate, effective and efficient performance of assigned applications including evaluation and implementation of requested changes and recommendations for improvements.
- C1. Evaluate and implement requested enhancements and changes, as assigned.
 - C2. Respond to client or Computer Platform Services (CPS) requests for information or assistance, keeping project leader informed of such inquiries.
 - C3. Analyze and correct emergency malfunctions in production systems.
 - C4. Acquire and maintain working knowledge of client operation by participating in meetings and reviewing relevant documents.
 - C5. Keep application documentation current.
 - C6. Train clients to make most efficient and effective use of automated application systems.
 - C7. Develop backup ADS resources for application by providing training and assistance to junior staff.
- 10% D. Participation in and leadership of Application Development Section (ADS) activities and projects.
- D1. Read and discuss pertinent materials to learn the operating procedures and environment of ADS and the Bureau of Information Technology (BIT).
 - D2. Support and propose technical, operating and organizational standards to contribute to the effectiveness of ADS and BIT.
 - D3. Participate in section-wide support functions such as time reporting, status reporting, staff meetings, etc.
 - D4. Participate in adhoc section-wide responsibilities such as distribution of technical manuals, space and/or equipment inventories, and PC committee.
 - D5. Represent ADS in bureau-wide activities such as audit responses and Standards Committee.
 - D6. Carry out special assignments to respond to need of the section, bureau, division and agency, including the preparation of special reports and recommendations, as required.

- D7. Participate in training of junior staff, as required.
- 10% E. Participation in employee development activities, both assigned and self-initiated.
- E1. Consult with other analyst/programmers about systems they are working on techniques they use.
 - E2. Read books, periodicals and internal documents to improve knowledge of application areas, DCF, and information technology.
 - E3. Attend schools, training sessions and workshops to increase knowledge in system analysis, computer programming, utilities, and other applicable skills such as written communication, oral communication and leadership.

E4. Maintain knowledge of state-of-the-art software and technology through independent study and reading, classes, and hands-on training.

Knowledge, Skills and Abilities:

1. Knowledge of Systems development life cycle for IT applications development. A1. A2. A3. A4. A5. A6. A7. A8. A9.
2. Ability to understand user requirements in user terminology and to convert user requirements into standard IT systems analysis documentation. A1, A5, C2, C4, C6. C7.
3. Knowledge of systems design for IT applications development. A2. A4. A5.
4. Ability to develop an applications design to meet user requirements. A2, A4, A6.
5. Knowledge of estimating techniques for applications development. A3.
6. Knowledge of project management for IT. A1. A3. A6.
7. Knowledge of requirements for and preparation of application design specifications. A4.
8. Ability to communicate with end-users in their terms to assure joint understanding of technical requirements. A5.
9. Ability to prepare design specifications using structured and/or object oriented design techniques. A4.
10. Ability to prepare presentations, narratives and documentation to accurately convey task and project status. A6.
11. Ability to prepare technical documentation and technical diagrams appropriate for applications development stages. A6.
12. Knowledge of requirements for and preparation of application program specifications. A7.
13. Knowledge of documentation procedures and techniques for applications programs, and batch client server systems. A8.
14. Knowledge of procedures for moving programs and jobs to production environment. A9
15. Ability to understand applications programming requirements. B1.
16. Knowledge of procedures and techniques for applications development and problem resolution. A1. A2. A4. A5. A7, B1, B2, B3, B4. B5. C1, C2. C3, C4. D1. D2. D6. E1. E2. E3. E4
17. Knowledge of web application software, tools and environment including Visual Basic, VB.Net, ASP.Net, .Net Framework, Visual Studio, JavaScript, Web Services, Stored Procedures, CSS, C#, Ajax, XHTML, and HTML in a Microsoft Web development environment using components such as IIS, COM+, DB2 Connect, Team Foundation Server and interfacing with COBOL, CICS programs utilizing DB2 and Oracle Relational DataBase Management Systems. B3.
18. Knowledge of structured programming principles and techniques for applications development. B3.
19. Knowledge of applications program testing procedures. B4.
20. Knowledge of applications systems batch client server testing procedures. B5.
21. Knowledge of good written and oral communication techniques. C2. C6. C7.
22. Ability to train users and junior staff. C6. C7. D7.
23. Knowledge of methods and resources for gaining and improving technical knowledge. E1. E2. E3. E4.