

POSITION DESCRIPTION

Rvsd 12/14/16

DOA-15302 (C07/2015)
PREVIOUSLY OSER-DMRS-10
State of Wisconsin
Department of Administration/Division of Personnel Management

1. Position No. 017226	2. Cert / Reclass Request No. 17-6942 Effective:	3. Agency No. 566
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4. NAME OF EMPLOYEE	5. DEPARTMENT, UNIT, WORK ADDRESS Wisconsin Department of Revenue Division of Technology Services Application Services Bureau SLF Business Applications Development Section 2135 Rimrock Road, MS 4-224 Madison, WI 53714 SLF (State & Local Finance)
6. CLASSIFICATION TITLE OF POSITION IS Systems Development Services Specialist	
7. CLASS TITLE OPTION (to be filled out by Human Resources Office)	8. NAME AND CLASS OF FORMER INCUMBENT Roger Bartlett, IS Systems Dev Serv CNS-ADM
9. AGENCY WORKING TITLE OF POSITION Software Developer - Specialist	10. NAME AND CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES Nithya Neelakrishnan, IS Sys Dev Serv Spec
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Bonnie Tiedt Management Information Chief	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?

13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? Yes ___ No
IF YES, COMPLETE AND ATTACH A SUPERVISORY POSITION ANALYSIS FORM.

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

SEE ATTACHED

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION	
<p>— GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.</p> <p>— WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.</p> <p>— TIME %: Include for goals and major worker activities.</p>	
TIME %	GOALS AND WORKER ACTIVITIES
	SEE ATTACHED

(Continue on attached sheets)

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION

a. The supervision, direction, and review given to the work of this position is [] close [] limited [X] general.

b. The statements and time estimates above and on attachments accurately describe the work assigned to the position.

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.

Signature of employee _____ Date _____

18. Signature of Human Resources Manager _____ Date _____

POSITION SUMMARY (Line 14)

Provide technical expertise to support the State and Local Finance (SLF) Application Development Section of the Division of Technology Services (DTS) for both purchased and in-house developed applications. Applications consist of the commercial off-the-shelf packaged application IPAS and in-house developed applications such as eRETR, PAD, and the VAULT application.

Work with business analysts, business subject matter experts, developers, and vendor staff to transform business needs into system solutions and specifications. Advanced problem solving abilities are needed to effectively prioritize, analyze, and respond to reported problems with solutions that meet business needs in a timely and cost effective manner.

Provide technical expertise to support the overall systems development life cycle for creating, maintaining, and supporting applications through requirements gathering, analysis and design, development, testing, implementation, maintenance, and support of complex applications. This position requires advanced knowledge of object oriented software programming techniques and programming languages utilized by the applications (such as Java, Javascript, XML/JSON, html, CSS, and SQL relational database programming using Oracle).

Provide technical expertise with regard to information engineering, systems development tools and methodologies.

This position will function with a high degree of independence under the general review with objectives and priorities established by overall work unit directives. There is little review of technical recommendations and solutions by the Applications Development Section Management Information Chief.

TIME % GOALS AND WORKER ACTIVITIES (Line 15)

- 40% A. Perform systems analysis and design tasks for new and existing IT applications consisting of commercial off-the-shelf packaged application (COTS), in-house custom developed applications on LAN and web-based platforms per DOR standards.
- A1. Study and analyze customer business requirements. Lead or participate in determining application feasibility and conducting cost/benefit analyses.
 - A2. Discover, analyze, organize, and document complex application functional specifications and data models that satisfy business requirements.
 - A3. Create and document software designs, database models for modules and programs to be developed.
 - A4. Develop and coordinate complex integration test plans.
 - A5. Participate in business requirements definition sessions, recommend solutions, and create technical requirements.
 - A6. Provide support and consultation within areas of expertise.
- 35% B. Perform programming tasks needed to develop, enhance, maintain and support complex IT applications consisting commercial off-the-shelf (COTS) implemented by the Department such as IPAS, in-house custom developed applications on LAN and web-based platforms according to DOR standards.
- B1. Design and code programs using object oriented design for new and existing systems (user interfaces, reports, batch jobs, business logic, data access modules) to meet user needs and specifications using approved DOR development toolkits and programming languages (like Microsoft .NET – C#, VB.NET, ASP.NET, Java, Java Script, Html, CSS, Oracle relational database programming using SQL and PL-SQL, etc.) in an integrated development environment. Develop reusable software and procedures that integrate two or more applications.
 - B2. Prepare problem definitions, workflow procedures, test files, and system flowcharts necessary for effective support and maintenance of assigned systems.
 - B3. Develop effort estimates and completion dates. Review and finalize estimates with supervisor and/or designee. Complete assigned work per finalized estimates and completion dates.

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- B4. Use and develop prototypes, modules, components, utilities and other software aids as required.
 - B5. Monitor problem queues and respond to user requests in support of maintenance and enhancement requests. Update tracking systems to log work on problems and to document current status.
 - B6. Run, test and debug programs so that all possible conditions are accounted for and that all calculations and formulas are accurate. Develop reusable software test scripts and plans. Coordinate tests with business areas, assisting business area experts and program liaisons with the analysis of test results.
 - B7. Prepare general and technical documentation for systems, applications and programs.
 - B8. Proactively research and learn new programming trends, languages, and create prototypes using new technologies through self-initiative.
 - B9. Diagnose and resolve complex problems related to developed systems.
 - B10. Implement enhancements to information systems, including migrating development code to production environments.
 - B11. Perform post implementation activities in order to ensure accuracy of code implementation.
 - B12. Conduct technical reviews ensuring work is consistent with agency development methodologies, standards, and policies.
- 10% C. Consult with, provide support, and training for other IT staff.
- C1. Provide support and training to Information Systems staff on the adaptation and use of new development tools and methodologies for systems development projects.
 - C2. Ensure systems tools and methodologies are consistent with agency technical policies and standards.
 - C3. Assist other staff in problem analysis and general techniques.
 - C4. Provide software development process and procedure consultation.
- 10% D. Perform project management duties adhering to DOR project management methodology and project time reporting expectations.
- D1. Define and manage assigned projects.
 - D2. Plan, monitor and support all project plans and work activities according to DOR software development project management procedures and standards. Produce project documents that conform to standard templates.
 - D3. Complete project planning, estimating, defining deliverables and milestones.
 - D4. Build task lists and schedules according to business and operational requirements; monitor project activities, evaluating and reporting accomplishments.
 - D5. Provide advanced problem solving and technical support; work with staff to resolve complex technical problems.
 - D6. Lead and oversee other application development professionals assigned as members of small work teams.
- 5% E. Other
- E1. Maintain good relations with user community and other IT staff to assure effective communication.
 - E2. Read books, periodicals, and other internal documents to improve knowledge of DOR and of information technology.
 - E3. Attend schools, training sessions and workshops to increase knowledge of system analysis and computer programming.
 - E4. Participate in DOR strategic and tactical planning for application technology.
 - E5. Miscellaneous activities assigned by supervisor.

KNOWLEDGES, SKILLS AND ABILITIES

1. Knowledge of automated business systems and methodologies at DOR that allow assignment in any number of IT applications consisting of commercial off-the-shelf packaged application, inhouse custom developed applications on LAN, and web-based platforms within the DOR application portfolio.
2. Knowledge of industry standard application design patterns and service-oriented architecture (SOA) including REST (Representational State Transfer) services and SOAP (Simple Object Access Protocol).
3. Skills in programming languages such as .NET, Java/J2EE, XML/JSON, Oracle relational database programming using SQL and PL-SQL, front-end technologies including html, jQuery, JavaScript & JavaScript frameworks, template engines (such as Mustache), and CSS.
4. Knowledge of build and deploy continuous integration tools (such as Jenkins).
5. Skills in source code and version control tools (such as GitHub or SVN).
6. Knowledge of performance, reliability, availability, and scalability quality attributes.
7. Ability to develop, maintain, enhance, and support complex systems in client-server and web environments using DOR standard application frameworks and database systems.
8. Skills in diagnosing problems, isolating causes and implementing solutions to reported system problems.
9. Ability to develop and execute test plans and procedures.
10. Ability to develop project plans and schedules, estimate resource requirements, define milestones and deliverables, monitor activities, and evaluate and report on accomplishments.
11. Excellent oral and written communication skills. Speaks clearly and persuasively in positive or negative situations; responds well to questions; demonstrates group presentation skills including public forums; participates in meetings; writes clearly and informatively; varies writing styles to meet needs; presents numerical data effectively.
12. Ability to establish and maintain excellent customer, vendor, and peer relationships.
13. Ability to provide technical and non-technical support and training to DTS and business staff on a range of IS application development related topics.
14. Ability to provide guidance and input regarding the work of other technical staff and coordination with vendor and business staff to effectively prioritize and resolve issues.
15. Ability to use problem reporting and tracking systems (e.g. FogBugz and Cherwell) for responding to and handling support problems.
16. Ability to transform business requirements into system solutions and specifications.
17. Ability to develop technical specifications and documentation (such as UML sequence diagrams) for automated business systems.
18. Advanced skills in common desktop applications such as MS Word, Excel, Visio, etc.
19. Skills in creating and maintaining project plans using MS Project.
20. Ability to follow defined standards and procedures for software development and project management.
21. Skills and abilities in providing direction and training to other professional IS staff in the use of development tools, techniques, metrics, standards, and methodologies.
22. Teamwork and Issue resolution skills. Balances team and individual responsibilities; exhibits objectivity and openness to others' view; gives and welcomes feedback; contributes to building a positive team spirit; able to build morale and group commitments to goals and objectives; supports every team member's effort to success; ability to obtain resolution by team consensus when differences in business processes are discussed.