

**POSITION DESCRIPTION**

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

**Rvsd 11/29/16**

		1. Position No. <b>335873</b>	2. <b>Cert</b> / Reclass Request No. <b>17-7274</b> Effective:	3. Agency No. <b>566</b>
4. NAME OF EMPLOYEE		5. DEPARTMENT, UNIT, WORK ADDRESS Wisconsin Department of Revenue (DOR) Division of Technology Services (DTS) Application Services Bureau Development Center Section 2135 Rimrock Road, MS 4-224 Madison, WI 53714		
6. CLASSIFICATION TITLE OF POSITION  <b>IS Systems Development Services Professional</b>				
7. CLASS TITLE OPTION (to be filled out by Human Resources Office)		8. NAME AND CLASS OF FORMER INCUMBENT  <b>Brian Hale, IS Systems Development Services Senior</b>		
9. AGENCY WORKING TITLE OF POSITION  <b>JavaScript/Java Developer</b>		10. NAME AND CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES  <b>Teresa Mahoney, IS Systems Development Services Senior</b>		
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR <b>Gordon Thompson</b> <b>Management Information Chief</b>		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 SUPERVISORY POSITION ANALYSIS FORM		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

- 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

- 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.

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)

This is an entry level JavaScript/Java Developer professional position responsible for creating the electronic filing applications of both internal and external forms, develops specifications according to DOR systems development; project management and configuration management methodologies. This position develops applications using JavaScript, JAVA, XML, HTML /CSS, Webservices and SQL. This position will function under close to limited supervision of the Development Center Section Chief.

TIME % GOALS AND WORKER ACTIVITIES (Line 15)

- 75%     A. Performance of systems analysis and design tasks for new and existing forms to be filed electronically. Usage of Model-View-Controller (MVC) design principles in the context of web applications.
- A1. Produce forms that can be filled in and filed electronically using JavaScript, Java, XML, HTML/CSS, Webservices and SQL.
  - A2. Add code to the forms, using JavaScript, to validate the data entered.
  - A3. Develop and coordinate comprehensive application test plans. Conduct unit testing, integration testing and user acceptance testing according to Department project management and configuration management methodologies.
  - A4. Ensure systems tools and methodologies are consistent with agency technical policies and standards.
  - A5. Establish, maintain and enhance good relations with customers and other IT staff to assure the highest standards of professionalism, effective communication and customer service.
  - A6. Create and/or modify software and application designs to improve performance, security, and reliability of applications using customer business requirements
  - A7. Participate in the design of software components, application prototypes, and user interfaces, to execute applications according to business requirements.
  - A8. Build and debug software components using advanced development toolkits in an integrated development environment. Develop reusable software and procedures that integrate two or more applications.
  - A9. Develop scripts to execute software components in batch mode.
  - A10. Diagnose and resolve complex problems related to developed systems.
  - A11. Document applications for multiple DOR audiences that includes system documentation for other IS developers (JavaDocs) and operations documentation (Operdocs) for Production Services staff. Documentation is further needed for data administrators, network coordinators, application business users, and application trainers.
- 15%     B. Adherence to project management methodology, project time reporting system, and the DTS Strategic Plan. Development of all project work using Project Charters, Statements of Work (SOW), Work Breakdown Structures (WBS), and Project Acceptance Criteria as directed by DTS management.
- B1. Plan, monitor and support all project plans and work activities according to the Department project management methodology. Adhere to methodology for internally developed or purchased systems.
  - B2. Assess and report status of projects on a timely basis according to business and operational requirements as designated by project charters. Archive all project notes in shared folders.
  - B3. Identify, resolve and report production and application development problems as required. Provide timely assistance to the Help Desk and Production Services with problem resolution consistent with service level agreements (SLA's).
  - B4. Provide project reviews for managers and project teams. Provide walkthroughs and presentations about new or changed applications as requested.
  - B5. Provide regular status reports indicating threats and opportunities that exist for projects. Analyze and report project risk factors and impact of change as requested.

- 10% C. Participation in Employee Development Programs
- C1. Regularly consults with other DTS staff about project management techniques, application tools and new development techniques.
  - C2. Improve business knowledge and technical skills by conducting independent study, attending DOR approved training courses, workshops, professional user groups and seminars.
  - C3. Develop a balanced training plan of continual improvement with regard to analysis, application programming, project management, leadership, technology and interpersonal skills.

KNOWLEDGES, SKILLS AND ABILITIES

- 1. Working knowledge of JavaScript, JAVA, HTML, CSS, Webservices and XML
- 2. Working knowledge of Information Systems concepts, principles and practices
- 3. Working knowledge of local area networks, server configurations, troubleshooting using server logs.
- 4. Analyze, design, develop and/or enhance automated systems and subsystems skills and abilities
- 5. Knowledge of IT problem resolution methods and business concepts
- 6. Ability to provide general technical and non-technical support for DTS staff and business areas
- 7. Ability to plan, monitor and support all project plans and work activities according to the department project management methodology
- 8. Ability to perform programming tasks needed to develop, enhance or maintain programs and systems according to Department systems development standards
- 9. Ability to perform systems analysis and design tasks for new and existing automated systems and/or programs per Department methodologies
- 10. Working knowledge of Relational database and SQL programming.
- 11. Oral and written communication skills.
- 12. Team dynamics and interpersonal skills and abilities.
- 13. Organizational and time management skills to work independently or within a team.