

STATE OF CALIFORNIA
Judicial Branch
Judicial Council of California

Class Code: A-3470
B-3471
January 1, 1998

SUPERVISING INFORMATION SYSTEMS ANALYST-A

SUPERVISING INFORMATION SYSTEMS ANALYST-B

DEFINITION

Under direction, provides day-to-day supervision of assigned staff and activities, and performs specialized work in the technical development, analysis, and planning process for information systems; performs related work as assigned.

CLASS CHARACTERISTICS

This is the supervisory-level class in the Technical, Application Development, Business Systems, and Web Analyst series. Incumbents supervise information systems staff, with effective authority for their selection, retention, and training and development and with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees. In addition, incumbents design, plan, and implement complex technical projects under minimal direction.

Supervising Information Systems Analyst A is distinguished from the Supervising Information Systems Analysts B class in that the latter supervises a unit or projects with greater scope of responsibility for one or more of the following: project complexity, technical complexity of responsibilities, and the degree of new development versus application maintenance and support.

This class is distinguished from the manager level in that the latter manages personnel and programs within organizational and policy confines, with responsibility for ensuring accomplishment of program goals and objectives and furtherance of organizational goals and objectives.

EXAMPLES OF DUTIES (*illustrative only*)

- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Identifies and proposes training and development workshops for staff.

- Responds to questions and provides information/data to management, staff, outside agencies (e.g., trial courts and the executive and legislative branches), and the public.
- Directs the design, planning, and implementation of complex, organization-wide technical projects with minimal direction.
- Researches the most complex technical issues.
- Analyzes and reviews technical products and services; drafts recommendations.
- Confers with staff of executive and legislative branch agencies on interface and telecommunications issues.
- Develops cost/benefit analyses and budget change proposals.
- Monitors project costs against budget.
- Manages implementation of new and upgraded products and services.
- Manages ongoing maintenance of products and services.
- Provides for cross-training and backup on mission-critical products and services.
- Develops Requests for Proposal, Recommendation and Information; analyzes and makes recommendations on proposals.
- Meets with the managerial and executive staff to discuss specific needs.
- Provides technical leadership to the staff in their particular areas of responsibility.
- Negotiates and manages contracts for goods and services.
- Keeps up with current technologies (e.g., reading publications and attending seminars) and applies updates to hardware and software used in the judicial branch,

WORKING CONDITIONS

- Work occasional evening and weekend hours.
- May be required to travel statewide as necessary.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- Principles and practices of budget program development, implementation, and evaluation.
- Applicable laws, codes, and regulations pertaining to human resources.
- Principles of information systems architecture for enterprise-wide systems development.
- Principles of full life cycle systems design and development.
- Principles and techniques of systems implementation including conversion, data reconciliation, user training, and documentation.
- Principles of network design and management.
- Relational database management systems.
- Principles of network operating systems.
- Principles of telecommunications.

- Multiple hardware platforms and the interrelationship of different operating systems, middleware, messaging and system management.
- Multi-tier, distributed and client server system architecture and development principles.
- Software development tools, languages, and report generators.
- Internet development and browser based applications.
- Principles and techniques of program design, development, testing, and documentation.
- Principles of business organizations and operations.
- Principles of project management.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Plan, organize, supervise, review, and evaluate the work of others.
- Use initiative and independent judgment within general policy guidelines.
- Organize, prioritize, and coordinate work activities and meet critical deadlines.
- Train others in policies and procedures related to work.
- Develop effective work teams and motivate individuals to meet goals and objectives and provide services in the most effective and efficient manner.
- Make effective oral presentations to large and small groups, including legislative committees.
- Analyze and review budgets and financial operations.
- Develop and administer complex technical projects.
- Conceptualize and integrate systems within an enterprise-wide information systems architecture.
- Coordinate and implement solutions to complex technical problems.
- Prepare Requests for Proposal, Recommendation and Information.
- Prepare recommendations for new hardware and software based on functional analysis of the product and ability to integrate into the judicial branch environment.
- Coordinate and collaborate with other senior technical staff to ensure standardization and system integration throughout the judicial branch.
- Maintain and apply current technical knowledge.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to possession of a bachelor's degree, preferably with major course work in information systems or telecommunications, and three years of professional experience in information systems, including a minimum of one year of supervisory experience.

Additional directly related experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one year of the nonsupervisory experience.

OR

One year as a senior level analyst in one of the Information Systems Bureau analyst job classification series.