

WEB ANALYST

DEFINITION

Under general supervision, performs a variety of general analytical work associated with the Internet sites of the Judicial Council; performs related work as assigned.

CLASS CHARACTERISTICS

Web Analyst is the journey-level class in the Web Analyst series. Incumbents are fully competent to independently perform the full range of analytical duties related to the Internet applications of the Judicial Council. Incumbents may be independently responsible for small or discrete projects, or may work on an element or sub-element of a large or specialized project under direction of a senior staff member. This class is distinguished from all of the specialized analyst classes in that the latter require direct specific knowledge, abilities, and experience in the specialty field.

EXAMPLES OF DUTIES (*illustrative only*)

- Matches organizational objectives for Web technology with optimal tools, e.g., for security, management, authoring, graphics, searching.
- Organizes and maintains efficient directory structures for Web sites.
- Develops and maintains databases required for the Web sites.
- Develops and maintains procedures and programs required for
 - the delivery of Web content (e.g., with scripts written in Visual Basic, Java, or CGI);
 - the production of Web content (e.g., using tools for frame and page composition, conversion to HTML);
 - version control for content files;
 - interface and navigation;
 - testing of new tools.
- Coordinates development and implementation of new Web capabilities with Judicial Council personnel responsible for Web content, telecommunications, and desktop publishing.
- Develops templates and other customized tools for content providers.
- Documents procedures and programs.
- Trains users in use of authoring tools.

WORKING CONDITIONS

- Must be available to work overtime and on weekends and holidays.
- May be required to travel statewide as necessary.

QUALIFICATIONS

Knowledge of:

- Principles of telecommunications
- Principles of system development and project management
- Web architectures and development tools
- Internet functions and resources
- Unix, including script programming
- HTML authoring tools that utilize a full range of HTML features
- Programming tools commonly used for Web site support; e.g., Visual Basic, CGI, Perl
- Security measures and tools that protect Web servers and Web transactions
- Ancillary systems required for Web site support (e.g., DNS servers, firewalls, proxy servers)

Ability to:

- Set up, configure, and maintain Web server and client software
- Integrate business applications with Web delivery mechanisms
- Create Web delivery specifications for applications developers
- Use the full range of HTML features commonly employed on Web sites
- Customize HTML tools and develop HTML templates
- Develop, test, and successfully implement scripts and programs for content production and delivery (e.g., VB scripts, CGI scripts and Perl programs)
- Clearly document procedures
- Train users in the use of HTML authoring tools
- Troubleshoot and resolve problems with Internet transmissions to and from the Judicial Council Web sites
- Write clearly using standard business English
- Deliver clear and focused oral presentations
- Perform other duties as required

Licenses and Certificates:

None.

Education and Experience:

Equivalent to possession of a bachelor's degree in information systems, computer science, or a closely related field and one year of professional experience in the design, development, and maintenance of web sites. Additional relevant experience may be substituted for the education requirement on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one year of the required experience.

Experience in a field related to the work may be substituted for the education on a year-for-year basis.