

SENIOR WEB ANALYST

DEFINITION

Under general supervision, performs lead direction and work review to assigned staff, serves as a consultant, and/or performs complex and specialized work associated with the Internet sites of the Judicial Council performs related work as assigned.

CLASS CHARACTERISTICS

Senior Web Analyst is the senior-level class of the Web Analyst series. Incumbents may serve in a lead capacity and direct the work of assigned staff, and/or may serve as specialists who work independently and deal with complex and/or sensitive projects. Incumbents provide lead direction, training, consulting assistance, and work review associated with Internet technology projects of the Judicial Council. This class is distinguished from Supervising Information Systems Analyst in that the latter is responsible for supervising 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.

EXAMPLES OF DUTIES (*illustrative only*)

- Provides lead direction, training, and work review; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Provides input into selection, evaluation, discipline, and other personnel matters.
- 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:

- Basic supervisory principles and practices.
- 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:

- Plan, direct, and review the work of others on a project or day-to-day basis
- Use initiative and independent judgment within established procedural guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- 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 and three years of professional experience in the design, development, and maintenance of web sites including one year of lead experience for those positions identified as lead. 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.