

Application Development Analyst

JOB FAMILY DEFINITION

This classification falls within the Application Development Job Family encompassing a range of work in which incumbents are responsible for developing software applications, web properties, and technology projects for the Judicial Council and client courts with a focus on design, development, implementation, and support. This class specification represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

CLASS SUMMARY

Incumbents, as assigned, are responsible for providing business application, web properties, and software development to the Judicial Council and client court organizations. Incumbents support business technology applications and projects with a focus on design, development, implementation, and support. This classification provides journey-level, professional software application development and business analysis to define requirements, testing, and implementation plans.

DISTINGUISHING CHARACTERISTICS

The Application Development Analyst is distinguished from the Senior Application Development Analyst in that the latter is responsible for the overall administration and maintenance of multiple applications and/or modules, and/or serves as a key technical and functional specialist in their area of expertise. The Senior Application Development Analyst establishes programming standards and best practices for the project and/or program team, and oversees and determines when changes can be moved to a production environment. The Application Development Analyst serves as a key liaison and point of contact with internal staff, customers, consultants, and vendors.

Work of the Application Development Analyst requires the consistent exercise of discretion and judgment, using knowledge, and routinely requires systems analysis and/or computer programming.

EXAMPLES OF ESSENTIAL DUTIES *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Analyzes internal and/or external client business requirements; translates to technical requirements and application design.
- Provides applications programming support for changes, enhancements, patches, upgrades, and infrastructure changes.
- Researches, evaluates, recommends, and applies technical solutions and new technologies.
- Provides quality assurance and performance tuning; determines strategy and scope of technical testing; tests and deploys code.
- Monitors and supports the production application and system processes such as interfaces and batch programs.
- Maintains and monitors application security.
- Designs, develops, deploys, maintains, and supports business applications, web properties, and databases; debugs complex programs and resolves system issues; tests and deploys changes to production environment.

- Provide technical input to feasibility studies and system requirements.
- Provides technical and user support in producing reports, queries, and extracting data; develops and maintains technical documentation.
- Coordinates technical requests with external vendors.
- Serves as a key liaison and point of contact with internal systems staff, customers, consultants, and vendors.
- Provides training to internal and/or external clients.
- Provides orientation and guidance to new staff.
- Performs other duties of a similar nature and level as assigned.

EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES *(Illustrative Only)*

Responsibilities across incumbents in this classification are covered in the “Examples of Essential Duties” list. While incumbents assigned to this classification may access, maintain or use function-specific tools and/or perform specific application development tasks aligned with one work unit, the general description of the work tasks involved in this class do not vary significantly and therefore no position specific duties are noted.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor’s degree, preferably in computer science, information systems, or directly related field, and three (3) years of design and development experience including solid knowledge of, and proficiency in the software used in the assignment. *An additional four years of professional experience as noted above may substitute for the bachelor’s degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.*

LICENSING AND CERTIFICATIONS

- None

KNOWLEDGE OF

- Principles and methods of application requirements analysis, design, development, implementation, and support of business applications;
- Software Development Life Cycle (SDLC);
- Principles and methods of developing and maintaining technical specifications and design documentation;
- High proficiency in assigned programming/coding language(s);
- Information systems architecture for enterprise-wide systems;
- Principles and methods of database design, management, and tuning;
- Project management methods, tools, and techniques;
- User training principles and documentation;
- Principles and methods of application implementation and data conversion;
- Principles and techniques of preparing effective written documentation and presentations;
- Server administration, as assigned;
- Web design, content management, and analytics, as assigned;
- Customer service principles;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

SKILL IN

- Systems integration within enterprise-wide information systems architecture;
- Translating business requirements to technical requirements and application design;
- Application troubleshooting;
- Systems analysis;
- Diagnosing and resolving technical issues;
- Using software development tools, languages, and report generators;
- Technical research and analysis;
- Applying initiative and creativity to technical problem-solving;
- Communicating technical software and hardware issues to non-technical users and management;
- Maintaining and updating technical information;
- Organizing tasks, meeting deadlines, and prioritizing competing demands within assigned projects;
- Maintaining web applications, properties, content, and web infrastructure, as assigned;
- Administer user access and security, as assigned;
- Monitoring, gathering, and reporting system analytics, as assigned;
- Providing customer service;
- Utilizing a computer, relevant software applications, and/or other equipment as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents generally work in a typical office environment with adequate light and temperature. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require local and statewide travel as necessary.

Please note:

The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties, and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.