

Senior Application Development Analyst

SERIES 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 software development and support to judicial branch organizations. Incumbents support business technology applications and projects with a focus on requirements analysis, design, development, implementation, and support. This classification level is considered an application developer subject matter expert and may serve as technical project manager for large, complex, difficult, and/or sensitive development projects.

DISTINGUISHING CHARACTERISTICS

The Senior Application Development Analyst is distinguished from the Application Development Analyst in that the Senior Application Development Analyst 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 team, and oversees and determines when changes can be moved to a production environment. Incumbents facilitate technical collaboration with internal systems and technical staff, customers, consultants, and vendors.

Work of the Senior Application Development Analyst requires the consistent exercise of discretion and judgment, using advanced 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.)*

- Serves as the primary developer for defined application support functions such as user interfaces, web properties, data integration, system security, and database management.
- Establishes programming standards and best practices for technical team.
- Serves as primary liaison with internal systems staff, customers, consultants, and vendors.
- Facilitates technical collaboration with internal systems and technical staff, customers, consultants, and vendors.
- Analyzes business requirements and translates to technical requirements and application design; designs and develops technical solutions and applications based on business requirements.
- Tests and deploys changes; oversees/authorizes move to production environment.
- Provides technical information for project cost-benefit analyses.
- Researches, evaluates, recommends, and applies technical solutions and new technologies.
- Participates and provides input to requests for proposals; evaluates proposals.

- Provides quality assurance and performance tuning; determines strategy and scope of technical testing; debugs programs and resolves system issues; tests and deploys code.
- Coordinates technical requests and issue resolutions with external vendors.
- Provides technical and user support in producing reports, queries, and extracting data; develops, maintains, and reviews technical documentation.
- 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 five (5) years of design and development experience including solid knowledge and proficiency in the software used in the assignment.

Possession of a bachelor’s degree in computer science, information systems, or directly related field may be substituted for one of the years of required experience. *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.*

OR

One year as an Application Development Analyst (utilizing the software used in the assignment) with the Judicial Council of California or one year of experience performing the duties of a class comparable in the level of responsibility to that of an Application Development Analyst in a California Superior Court or California state-level government entity.

LICENSING AND CERTIFICATIONS

- None

KNOWLEDGE OF

- Information systems architecture for enterprise-wide systems;
- Design, development, and deployment principles, methods, and strategies for complex, multi-tier and integrated information systems;
- Interrelationship between different operating systems, development tools, middleware, messaging, and system management;
- Principles and methods of system security, as assigned;
- Principles and methods of database design, management, and tuning;
- Software Development Life Cycle (SDLC);
- Software development, data modeling, programming languages, and report generators;

- High proficiency in assigned programming/coding language(s), as assigned;
- Project management methods, tools, and techniques;
- Principles and techniques of preparing a variety of effective written materials and presentations;
- User training principles and documentation;
- Best practices and emerging technologies;
- Principles and methods of application implementation and data conversion;
- 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

- Conceptualizing and integrating systems within enterprise-wide information systems architecture;
- Organizing and overseeing multiple assignments meeting critical milestone dates;
- Planning and project management;
- Monitoring and researching industry trends, solutions, and best practices;
- Developing standards and protocols for work team;
- Translating business requirements to technical requirements and application design;
- Application trouble-shooting;
- Systems analysis;
- Analyzing complex technical issues and problem-solving skills;
- Facilitating meetings; creating agendas and/or meeting minutes; tracking action items and issues;
- Listening and problem-solving;
- Summarizing information; preparing and advocating technical recommendations;
- Technical research and analysis including recommendations for application and/or database and/or hardware system tuning, patching, and upgrades;
- Applying initiative and creativity to technical problem-solving;
- Use software development tools, languages, and report generators, as assigned;
- Maintaining web applications, properties, content, and web infrastructure, as assigned;
- Administering user access and security, as assigned;
- Communicating technical software and hardware issues to non-technical users and management;
- Maintaining and updating technical information;
- 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.