

Department of Consumer Affairs

Position Duty Statement

HR-041 (new 5/04)

Classification Title Staff Programmer Analyst (Specialist)	Board/Bureau/Division Contractors State License Board (CSLB)
Working Title	Office/Unit/Section/Geographic Location Information Technology Division Programming Support Unit Sacramento
Position Number 622-120-1581-001	Effective Date

General Statement: Under the general supervision of the Systems Software Specialist III Supervisor, the analyst will independently perform a range of programming, system administration and system analysis. The incumbent will also take assignments from senior analysts and work independently to complete the software development life cycle consisting of requirements analysis, application design, code, testing, manipulation, integration, and maintenance to produce and implement properly designed and tested application solutions to meet CSLB business needs.

A. SPECIFIC ACTIVITIES [Essential (E) / Marginal (M) Functions]

30% (E) Work with internal clients from all program divisions, with emphasis on Enforcement, on applications design projects and requests to modify current applications. Develop independently project plans to schedule activities; assist end-users with the identification of system enhancement alternatives; identify business requirements; identify appropriate alternatives and recommend solutions to achieve required changes; identify programming specifications; document design specifications for new application programs and produce/write code to enhance existing program applications or modules; perform system testing; production implementation; and monitor system applications.

Prepare analysis of the potential impact; estimate programming time and decide programming changes required; analyze the current programming structure; apply advance application modeling techniques; implement multiple levels of data and database security requirements. Conduct detailed system analysis to determine impact of other application and/or system interfaces. Maintain and modify existing programs utilized by the web to support functionality.

20% (E) Serve as a technical specialist to support a variety of complex applications and functions for CSLB Imaging Workflow Automation System (IWAS). Implement of system upgrades working with consultants and CSLB Technical Support Staff; write complex code for fixes and enhancements using a variety of program languages and tools (Java, Java Script, SQL, VB, Natural and ADABAS); receive and analyze service requests to determine application solutions for business needs and communicate with

end-users to develop associated technical and functional requirements; create test scripts; test program code; production implementation. Troubleshoot and resolve applicable system and user issues.

- 15% (E)** Serve as a database technical specialist for application systems and tables on mainframe or PC based servers. Create data base control methodology and standards, monitor the activities with all programmers use of the data base dictionaries, determine the optimum logical and physical file structure, conduct database maintenance by setting table size, monitoring multiple development and test, debug, optimize the functionality of applications and systems, environments, establish migration procedures and analyze programs to determine the best amount of storage space to be allocated for each program and application. Analyze security requirements, make recommendations and assist with administering application security.
- 15% (E)** Conduct formal training and instruction to other programming staff to transition knowledge of an applications functionality, logic and relationship used to build screens or reports. Teach programming support staff how to do database queries, ad hoc reports, job control language (JCL), optimize program performance, and use of data library. Understand, prepare code and troubleshoot JCL to execute batch jobs to produce datasets, reports and letters. Resolve problems related to data integrity, application interfaces and connectivity of multiple platforms, operating systems, database management systems and various other applications.
- 10% (E)** Prepare application documentation to record application build methodology, new application implemented, record date of program change/enhancement and reason for change. Prepare job aids and procedures for existing functionality, enhancements completed, and new applications implemented. Document application features to work with users to test features and prepare end user training materials. Plan, coordinate, develop and prepare test material, liaison with users and other contacts on testing activities, and schedule and prepare written and verbal summary of test results. Participate in CSLB's annual disaster recovery drills and operational recovery planning process, including semi-annual mainframe application and database disaster recovery.
- 10% (M)** Assist in review of new programming software and development techniques such as object oriented programming and computer assisted system engineering tools. Attend training and seminars to learn the latest programming languages, web technology and development techniques. Evaluate new software programming languages and tools to determine applicability of usage at CSLB.

B. SUPERVISION RECEIVED

The Staff Programmer Analyst (Specialist) will report to the Systems Software Specialist III Supervisor.

C. SUPERVISION EXERCISED

N/A

D. ADMINISTRATIVE RESPONSIBILITY

N/A

E. PERSONAL CONTACTS

The Staff Programmer Analyst (Specialist) has daily contact with all levels of the Information Technology Division Staff, consultants/vendors, CSLB staff, California Technology Agency, Office of Technology Services staff, Control Agency staff, DCA OIS staff and other government agencies.

F. ACTIONS AND CONSEQUENCES

The Staff Programmer Analyst (Specialist) makes recommendations and program modifications impacting the direction and functionality of CSLB systems and client server applications. Poor technical recommendations may result in an unstable, poorly performing or unusable system. Should the system become unusable, this could result in substantial workload backlogs, unavailable services to consumers, and cause harm to licensees and applicants.

G. FUNCTIONAL REQUIREMENTS

The incumbent works up to 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer, telephone, and computer room is essential. Sitting and standing requirements are consistent with office work. When the situation dictates the incumbent will be required to work a varying work schedule.

H. OTHER INFORMATION

Incumbent must possess good communication skills, use good judgment in decision making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to CSLB management and staff needs. Regular and consistent attendance is required.

The incumbent has access to the Criminal Offender Record Information (CORI) and is subject to fingerprinting by the Department of Justice and clearance through the Department of Consumer Affairs. This position requires confidentiality and discretion due to the sensitivity of the documents handled.

I have read and understand the duties listed above and I can perform these duties without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name

Approved by EF: 11/24/2014