

**SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY****DUTY STATEMENT**

RPA

EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT <b>California Prison Health Care Services</b>	POSITION NUMBER (Agency – Unit – Class – Serial) <b>065 - 900 - 1583 - 001</b>
UNIT NAME AND CITY LOCATED <b>Information Services Section, Sacramento</b>	CLASS TITLE <b>Senior Programmer Analyst</b>
WORKING DAYS AND WORKING HOURS 8:00 a.m. to 5:00 p.m. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO <b>660 J Street</b>
PROPOSED INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency – Unit – Class – Serial)

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.

Under general supervision of the Data Processing Manager (DPM) III, the Senior Programmer Analyst (Sr.PA) is to lead and participate in a variety of technical functions, responsible for performing complex activities related to the development and maintenance of data acquisition systems within the Division of Correctional Health Care Services (DCHCS) as managed by California Prison Health Care Services (CPHCS), including but not limited to approving project deliverables in each phase of the System Development Lifecycle (SDLC). Developing and implementing methods of applying information technology to the solution of problems to achieve desired results specific to the collection and management of clinical data. Provide support and maintenance for DCHCS applications and related services. The incumbent is expected to possess expert skills in developing, maintaining, and troubleshooting problems with computer software applications using Microsoft Access, Microsoft SQL Server 2005 & 2008, SQL Server Integration Service 2005 & 2008, SQL Server Reporting Service 2005 & 2008, Microsoft Internet Information Services 6 & 7, C# & ASP .Net on Microsoft .NET 2.0 & 3.5 framework, T-SQL, NetAdvantage Infragistics and Java/Java Script.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>
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**ESSENTIAL FUNCTIONS****35%**

Provides technical leadership, and motivates team members in the development, implementation and maintenance of complex, mission critical and long-term IT application systems. Designs, codes and tests the most complex application systems and integrates new systems with existing systems using three and four tier architectures, MS Access, and SQL databases, client server applications, Web technology and middleware components. Resolves complex problems in computer applications using advanced software debugging techniques, determines and develops solutions, codes, tests, documents, and installs revised and new applications in response to problems and customer needs. Assists in the more difficult aspects of the development of databases, spreadsheets and templates to automate common or repetitive tasks within the DCHCS. Takes responsibility for substantial technical decision making within a largely unsupervised environment but within a clear accountability framework. Identifies opportunities for process improvement in the current applications and takes the necessary steps to have them evaluated and/or implemented. May lead one or more teams, assign work to team leaders, team members, and follow up to ensure assignments are completed accurately and on schedule.

**30%**

Plan, prioritize, assign, and review work of application programmers and other IT staff. Meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures; Provide training and education to assigned staff. Oversee and participate in new application development and maintenance of existing applications. Assist and participate in other department and division staff training as necessary including preparation of documentation. Assist in evaluation of current computer systems including compatibility for conversion; participate in the development and restructuring of procedures

and requirements for the computer programming systems; assist in collection and analysis of feedback from other Departments and divisions including evaluation of programming and equipment needs. Troubleshoot programming and equipment difficulties; correct or repair problems as requested. Research and prepare programming and equipment specifications including hardware and software recommendations and potential purchases; test and review approved prototypes; assist in the installation of the approved, finished programs; Prepare user documentation and provide basic training on new programs.

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| <b>10%</b> | Establish procedures, policies, operations and reference materials for the services provided. These include, but are not limited to: State Administrative Manual, Departmental Policy Manuals, Strategic Information Systems Plan, and various instructional and user manuals for the hardware, software, and tools used. Ensure compliance with departmental and statewide policies. Evaluation, development and implementation of standardized information policies and procedures for automated systems related to health care. |
| <b>10%</b> | Work closely with customers, technical staff and external offices in the development of requirements for applications. Provide management with reports and/or graphs indicating program usage and effectiveness.   |
| <b>10%</b> | Augment the technical work of the unit's Information Systems Analysts when required by assuming responsibility for completing or assisting with the more complicated system development, and maintenance tasks. Ensure all relevant design standards are followed.   |
| <b>5%</b>  | Responsible for staying current with the latest developments in equipment and software trends and considering their application and benefit within DCHCS and CPHCS. Advise management of problem areas or areas in need of improvement or modification. Travel as needed. Other duties as required.  |

# DUTY STATEMENT

RPA – -

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	<p><b>KNOWLEDGE AND ABILITIES</b></p> <p><i>Knowledge of:</i> Information technology system programming, equipment, and its capabilities; principles and techniques of studying work processes for new or revised information technology system applications; principles of designating methods of processing information; technical report writing; statistical methods; principles of public administration, organization, and management; principles of personnel management.</p> <p><i>Ability to:</i> Write complex programs and develop detailed program specifications; analyze information and situations, reason logically and creatively, identify problems, draw valid conclusions, and develop effective solutions; apply creative thinking in the design and development of methods of processing information with information technology systems; establish and maintain cooperative working relationships with those contacted in the course of the work; communicate effectively; prepare effective reports.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <p><b>SPECIAL PHYSICAL CHARACTERISTICS</b></p> <p>Persons appointed to this position must be reasonably expected to exert up to 40 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time, but may involve walking or standing for brief periods of time.</p>	
SUPERVISOR'S STATEMENT: <b><i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></b>		
	SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE
		DATE
EMPLOYEE'S STATEMENT: <b><i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i></b>		
<p>The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.</p>		
	EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE
		DATE