

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

RPA

EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT California Prison Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial) xxx-xxx-xxxx-xxx
UNIT NAME AND CITY LOCATED Enterprise Applications Development, Information Technology Services - Sacramento	CLASS TITLE Senior Programmer Analyst (Specialist)
WORKING DAYS AND WORKING HOURS 8:00 a.m. to 5:00 p.m. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO 660 J Street, Sacramento
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 the general supervision of the Data Processing Manager III (DPM III), Enterprise Applications Development, the **Senior Programmer Analyst (Specialist)** serves as the lead for major application development project initiatives for California Prison Health Care Services (CPHCS) Enterprise applications. The incumbent acts as one of team members on the maintenance of the more complex software systems and software projects, and/or works independently as a technical specialist on the more complex systems assignments. The incumbent supports web services and statewide web and report development efforts which may include the design, development, implementation, configuration, maintenance, troubleshooting and support of assigned services, reports and technologies.

% 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**40%**

Incumbent is responsible for writing the reports needed for different teams, managers, decision makers or departments. Some of the reports may use computed or aggregated columns (averages, sums or statistical computations) and the incumbent has to write sub queries, nested queries and complex SQL statements to present the required data.

Incumbent's duties also include optimizing or fine tuning SQL reports. Incumbent is responsible for monitoring the performance of reports and taking corrective action to optimize or improve the performance of the reports when necessary. Incumbent's job further includes reconciling discrepancies between the expectations of data managers and information presented in their reports. Incumbent has to spend part of their time validating or proving to decision managers that the data presented on their results are valid or accurate.

Incumbent may have to access, import, extract, transfer or load data from heterogeneous data sources (SQL SERVER, MS-Access, Oracle, XML files, CSV files, text files, etc). As enterprises grow, they collect data across a network of legacy mainframe applications, geographic boundaries, time zones, and corporate divisions, data warehouses and databases.

Incumbent's additional job duties include preparing and presenting timely, up to date or current data to meet the needs of business users for the California Prison Health Care Services (CPHCS).

30%

Incumbent works with the more complex special projects or analytical assignments related to web and/or application development that include reporting functionality. Incumbent analyzes requests for services and provides and advises management on the impact or the potential impact. Incumbent assists on project scheduling and prepares management information reports. Responsible for

installing, maintaining, configuring, debugging and testing web applications across projects. Acts as a technical lead to business customers, Information Technology (IT) staff, vendors and contractors. Coordinates and ensures effective operations of the more complex multi-tier environments, and implements strategies to monitor mission critical application availability to business users.

30%

Gathers and defines requirements for IT projects. Leads concurrent high-priority assignments, ensuring critical business functions are addressed and completed. Coordinates with subject matter experts and user project managers to review development and maintenance components of project plans with an emphasis on application requirements. Oversees implementation and ensures all procedures are in compliance with the State Administrative Manual and the Department Operations Manual.

DUTY STATEMENT

RPA – -

% 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>
	<p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of large computing systems software programming, configurations, information technologies and trends. Previous experience in testing applications. Testing certification or formal training.</i></p> <p><i>Ability to:</i> Write complex SQL queries; develop detailed SQL reporting specifications; analyze data 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 relationships with those contacted in the course of the work; work under pressure; communicate effectively; prepare effective reports; coordinate the activities of technical personnel.</p> <p>DESIRABLE QUALIFICATIONS</p> <p><i>Experience in:</i> Latest versions of Microsoft SQL Server, Microsoft Visual Studio and related toolsets; Service Oriented Architecture (SOA) and SQL reporting through web services technologies; applications architecture on inception-to-delivery of .net projects that need SQL reporting functionality; working with geographically distributed teams; working with a team to ensure associated hardware resources are allocated to the applications and to ensure high availability and optimum performance; working in a team that delivers a high availability service; monitoring and tuning a database to provide a high availability service; working in health care information technology environment; implementing and developing SharePoint web parts; design, development, and administration of SharePoint sites using best practices; implementing projects in SDLC methods.</p> <p><i>Knowledge of:</i> the State IT Governance Policies and Security Standards per the State Administrative Manual (SAM); various web standards, technologies and systems, with specific focus on web report design; applications development, testing, deployment, operations, documentation, standards, best practices, security, middleware, etc.</p> <p><i>Special Personal Characteristics:</i> Ability to work independently and in a team environment, act tactfully and be articulate in high-level meetings. Excellent written and verbal communication skills. Demonstrated ability to act independently; flexibility; tact; and the ability to act effectively under pressure.</p> <p><i>Interpersonal Skills:</i> Ability to lead by example and gain the respect of others.</p> <p>SPECIAL PHYSICAL CHARACTERISTICS</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 frequent walking, standing and sitting.</p>

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

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.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE