

**DUTY STATEMENT
OFFICE OF LEGISLATIVE COUNSEL
LEGISLATIVE DATA CENTER
LEGISLATIVE TECHNOLOGY BRANCH
CHAMBER AND COMMITTEE DIVISION**

JOB TITLE: Information Technology Specialist I

POSITION NUMBER: 156-1402-141

EFFECTIVE DATE: TBD

Statement of Duties:

Under the direction of the Information Technology Manager (ITM) II of the Chamber Systems & Project Oversight Section within the Chamber & Committee Services Division, the incumbent acts as a technical subject matter expert to assess, develop, and implement complex mission critical applications for Legislative Data Center (LDC) and its customers. The incumbent applies superior application development skills to direct large scale software development efforts and interacts with cross-functional specialists to deliver high quality software applications. The incumbent also acts as a technical consultant on a wide variety of software development issues. The incumbent must be able to work independently and as part of a team to upgrade and troubleshoot Object-Oriented GUI applications in a client-server environment with Java (J2EE) and .NET framework as the “core” software, and Oracle and SQL as the back-end databases, and provide technical support to future deployments of the Chamber & Committee Services Division.

The incumbent works closely with technical leads and managers in all technical phases of a project as required, including the estimation of resources required or assignments, developing detail work schedules, and training of LDC technical staff on technology methods and techniques. The incumbent provides technical input to the Section Manager, for consultation with LDC management and high-ranking members of both houses, to ensure application development project plans are consistent with the business objectives of the Legislature. The incumbent coordinates with technical leads and managers of other Sections on regular basis regarding project/application issues and provides input to management in terms of workload distribution for future and ongoing work assignments. The incumbent provides technical expertise to the management team in the development of policies and initiatives that have extreme impact on the business success of the LDC.

Essential Functions:

- 25%** Leads one or more most complex projects, using project management tools and techniques to define tasks, to estimate the time required to complete each task, to assign resources, to coordinate project activities, to monitor progress, to conduct code reviews, to review products and deliverables, to prepare and conduct presentations, and to report status as required by management.

- 25%** Performs analysis of data processing requirements, for the most complex systems, using analysis methods to produce automated solutions that meet LDC's application development guidelines and customers' business needs, and are approved by the LDC management.
- 20%** Provides technical oversight on highly complex projects to ensure that the appropriate architecture, hardware and software are used for developing new systems. Reviews project scope documents and project schedules. Provides assessment of project risks and offer alternative solutions, where appropriate.
- 5%** Designs systems, programs, and logical and physical databases for the most complex systems, as well as conducts walkthroughs of those designs, using automated tools and techniques to produce technical solutions that meet LDC's applications development guidelines, and are approved by the LDC management.
- 5%** Creates Change Control documents and implementation procedures and coordinates the implementation for new applications or modifications for the most complex applications, using automated tools and techniques to ensure that the procedures work, and that they provide for an efficient and timely implementation into the production environment.
- 5%** Evaluates hardware and software; including development tools, using analysis methods to produce documented alternatives and a recommendation, for the purpose of obtaining, replacing or upgrading existing hardware and software.
- 5%** Stays abreast of industry trends and learns new technologies; use good judgment in employing new technologies in information technology solutions to meet customers' business needs.
- 5%** Minimizes implementation issues by coordinating new system hardware and software architecture with other Branches. Ensures compatible and supportable systems.
- 5%** Improves the quality of new systems developed at the Legislative Data Center by establishing guidelines, methodologies for analysis, development and testing of new systems. Works with other Technology specialist III's to bring about standards and consistency in developing new systems.

Core Competencies

Ability to think tactically and strategically to provide information technology solutions and services that meet the customer's needs and fit into the IT architecture of the LDC.

Good oral and written communication skills, including designing, developing, and visual presentations, the ability to effectively communicate with management, staff, customers, contractors, and vendors, and the ability to create professional data processing documents

Good understanding and application of system development lifecycle methodology that meets customers' business and information systems requirements.

Knowledge of analysis methods to obtain and translate the customer's technical and information needs into automated solutions, and to resolve data processing issues and computer program errors.

Skills to determine and analyze the customer's data requirements and build entity relationship, process and dataflow diagrams.

Work productively with and relate positively to others, including customers, team members and peers, supervisors, and managers to produce the assigned work products by due dates.

Work Environment Requirements:

- The ITS I may carry a mobile device during core business hours and off-shift hours; evenings, weekends, and State Holidays for the ability to respond to calls after hours and lead multi-disciplinary IT professional teams in organizing, analyzing, troubleshooting and resolving IT problems.
- This position is expected to work in the office most days, though some remote work may be available depending on workload.
- The ITS I uses secured LDC virtual private network technologies from off-site locations to access LDC's applications/systems to perform job duties outside of standard business hours.
- Frequent sitting, keyboarding, and use of mouse.

Working Hours:

The typical workday is 8 am to 5 pm. However, working extended hours, evenings, weekends and on-call hours as needed based on business needs is required.

I have discussed with my supervisor the duties of the position and have received a copy of the duty statement. I certify that I am able to perform the duties of this position with or without reasonable accommodation.

Employee's Signature

Date