



**Classification:** Programmer/Analyst Manager

**Title Code:** V00902

**Pay Range:** 34

### **POSITION SUMMARY:**

This position is a product owner position, as defined in the agile development environment. This is a highly responsible position on the management team of the Application Development and Support (ADS) Section of the Criminal Justice Information Services Division (CJIS). This employee is to be the advocate and manager of the Missouri State Highway Patrol (MSHP) product portfolio. Work includes taking new product requests or enhancements, and coordinating the product development between the application development team and the customer. This position will provide oversight to the application development sprint teams, and will serve as the lead technical architect by defining the software release plan(s) and scope with the Platform Lead, Division Liaison, and Development team within the ADS Section. General direction is received from a superior, but the employee has wide latitude for using independent judgment in attaining overall objectives.

### **DESCRIPTION OF DUTIES PERFORMED:**

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Coordinates daily product development and enhancements between the sprint teams and the customer (i.e. MSHP troops and divisions, local criminal justice agencies, state agencies, and other external vendors).

Leads the translation of the software features into technical requirements and follows Agile Scrum based software development strategy.

Prepares and evaluates grant applications, statements of work, bid specifications, and other documentation for funding and acquisition of tools, technology, contractual services, and education.

Manages projects and project plans, including technical, funding, and administrative issues relative to multiple highly visible and complex projects.

Ensures product features are meeting business owner requirements.

Assists the CJIS Division Liaison in setting goals, developing acceptance testing, planning product release, as well as providing product enhancement suggestions.

Develops and maintains the software and hardware architecture for the product environment, to include setting standards and working with infrastructure teams, sprint teams, and the customer(s).

Assists in setting priorities, developing short and long term objectives and vision, and ensuring the proper training and resources are available for the management team to perform their duties.

Manages the backlog for sprint and release planning post-development start by means of quality assurance and dependency priority.

Directs and coordinates the work of a large information technology (IT) professional staff to ensure communication of upcoming priorities and needs, as well as to ensure the successful delivery of services.

**Classification:** Programmer/Analyst Manager

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Page 2

Prepares professional documentation, to include documents, reports, presentations, proposals, letters, and management reviews.

Attends meetings and manages partnerships with other state agencies, local criminal justice agencies, customers, stakeholders, and other external vendors.

Researches and pursues new technologies, agile practices, and software development practices.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Comprehensible knowledge of Agile project methodology, concepts, and practices.

Considerable knowledge of modern management principles and techniques.

Considerable knowledge of principles and practices of administration and supervision.

Considerable knowledge of Project Management concepts and principles.

Considerable knowledge of the agency's functions and inter-relationships.

Working knowledge of agile team function and management.

Working knowledge of applying for, and managing, state and federal grants.

Possess comprehension and innovation while solving business problems.

Possess successful time management techniques.

Possess good organizational skills.

Ability to review, analyze, interpret and/or prepare federal and state laws, rules, regulations, policies, and procedures.

Ability to work with Scrum, and Scrum Masters, in product development for customers.

Ability to comprehend, analyze, and research problems of a complex nature, and make independent decisions as to their solution.

Ability to provide leadership and supervision to professional, technical, and program-related staff.

Ability to manage change, provide program management, and achieve results.

Ability to provide training sessions, meetings, presentations, and briefings in a professional manner, per the request of the customer.

Ability to multi-task effectively.

**Classification:** Programmer/Analyst Manager

**Title Code:** V00902

**Pay Range:** 34

Page 3

Ability to respond quickly, and effectively, in critical situations.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to perform job-related travel, as needed.

Ability to work hours as assigned.

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED:**

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from an accredited college or university with a bachelor's degree related to the duties associated with this position.

AND

Two years of experience in product development or program management.

Experience with, or knowledge of, information technology, criminal justice, or an agile based environment is preferred, but not required.

**NECESSARY SPECIAL REQUIREMENTS:**

Successful completion of the Patrol's Supervision School within 12 months of appointment or as soon as scheduling will allow.

**FLSA STATUS:** Exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.