Classification: Programmer/Analyst Manager
Title Code: V00902
Pay Range: 34

POSITION SUMMARY:

This position is responsible for technical, supervisory, and management work in directing and coordinating the activities of a large data processing unit. The employee in this class is responsible for the supervision and management of application development and support efforts across a variety of complex hardware and software platforms and technologies. Work includes supervision of a staff comprised of Computer Information Technologists (CIT) and Computer Information Technology Specialists (CITS). Duties include project management and coordination for application requirements, design, development, implementation, and maintenance across a number of technical environments. Additional duties include research and planning, technical writing, and various administrative responsibilities. The position requires frequent coordination and interaction with other sections within the Information & Communications Technology Division, Patrol Troops and Divisions, other State and Federal agencies, as well as corporate vendors and contractors. General direction is received from a superior, but the employee has wide latitude for using independent judgment in establishing standards for problem solving and application design and deployment.

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.)

Plans, organizes, directs, and coordinates application development efforts across multiple hardware and software platforms and technologies.

Provides technical direction and strategic and tactical plans for the operation of the Application Services, CJIS Development, and Statistical Analysis Center sections of the Information & Communications Technology Division.

Researches tools and technology and makes recommendations regarding its purchase, and oversees its implementation and use.

Directs and coordinates the work of a large staff of IT professionals.

Supervises the training and instruction of personnel to ascertain that the work is performed in accordance with established standards and that new methods and techniques are properly understood.

Establishes detailed project plans and detailed work schedules for staff.

Reviews and revises existing standards, policies, and procedures, and implements new ones.

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

Serves as liaison to hardware / software vendors, consulting firms, and external state, local and federal agencies which have potential impact on development operations.

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

Prepares technical documents and reports, presentations, management reviews, proposals, letters, and miscellaneous other professional documentation.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of the principles, practices, and techniques of full life-cycle application development.

Considerable knowledge of modern management principles and techniques, particularly as applied to electronic data processing.

Considerable knowledge of principles and practices of administration and supervision.

Considerable knowledge of database and relational database design.

Considerable knowledge of Information and Communications Technology related hardware and software platforms and technologies.

Considerable knowledge of Project Management concepts and principles.

Working knowledge of systems analysis and design techniques, as applied to electronic data processing.

Working knowledge of principles of computer programming, systems analysis, and application security.

Possess good organizational skills.

Ability to read English effectively.

Ability to communicate effectively, orally and in writing.

Ability to effectively supervise the work of others.

Ability to multi-task effectively.

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

Ability to communicate in English 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 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.)

Possess a Bachelor's degree from an accredited four-year college or university in Computer Science, Management Information Systems, or related field; AND seven years of experience in the duties associated with this position.

NECESSARY SPECIAL REQUIREMENTS:

Successful completion of the Patrol's Supervision School and other management related courses 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.