

Senior Programmer Analyst (Supervisor)

Essential Task Rating Results

1	Adhere to data security policies to protect information assets.
2	Act in a lead capacity to monitor the work of a work team to ensure that it meets quality, quantity, and timeliness standards.
3	Monitor work of staff to ensure that it meets quality, quantity, and timeliness standards.
4	Develop computer programs/applications to meet department requirements and expectations with regards to efficiency and effectiveness.
5	Develop and/or maintain computer program/application documentation for ease of understanding and ongoing support.
6	Mentor staff to improve performance and productivity.
7	Document project objectives, scope, and charter to define and initiate the project.
8	Develop and/or maintain computer program/application documentation for each phase of the software development lifecycle (i.e., design, development, testing, implementation, maintenance).
9	Establish goals and/or objectives for the work unit.
10	Plan, lead, and direct the work activities of staff.
11	Resolve disagreements and conflicts between staff members to achieve a positive work environment.
12	Monitor and manage controls (e.g., project plans, schedules, risk analysis) to ensure the timely completion of work tasks.
13	Maintain project schedules by updating and revising activity and milestone schedules, resource requirements, and other task-related information to ensure accurate, updated project information and statistics.
14	Establish controls (e.g., project plans, schedules, risk analysis) to ensure the timely completion of work tasks.
15	Conduct and facilitate meetings (e.g., walkthrough, JAD, demos, training, status updates) with stakeholders.
16	Provide input to management regarding the amount of time spent and resources required to complete projects and work assignments.
17	Utilize enterprise level change control policies to properly manage change across the organization.
18	Outline the work tasks (e.g., project timelines/schedules, action plans) required to complete projects or assignments.
19	Develop and implement effective security practices to ensure system is safe from unauthorized users.
20	Participate in planning high profile and/or critical projects from inception to implementation.

21	Participate in meetings (e.g., walkthrough, JAD, demos, training, status updates) with stakeholders.
22	Conduct and facilitate design and/or code reviews of the computer program/application structure to ensure adherence to standards.
23	Participate in design and/or code reviews of the computer program/application structure to ensure adherence to standards.
24	Develop detailed design specifications for computer program/application in order to ensure effectiveness and adherence to state/department standards.
25	Design a computer program/application using specifications within a defined architecture to maximize program efficiency and maintainability.
26	Prioritize and schedule work to be completed by a project team (e.g., developing an action plan for a work assignment or determining the assignment and order of project steps to be completed by each team or task force member).
27	Inform stakeholders of the status and progress of work unit operations, programs, and projects (e.g., the status of on-going program activities and operations, issues affecting the delivery of products and services, issues potentially impacting the completion of work assignments) to communicate progress and manage expectations.
28	Execute work tasks for the completion of projects or on-going program functions to provide for efficient work.
29	Implement data integrity control methods (e.g., validation, auditing) in the application design process.
30	Identify operational needs using workload forecasting, response time evaluation, and task management techniques.
31	Identify causes of critical system failures and service interruptions to restore normal operations.
32	Conduct tests (e.g., unit, integration, stress, regression) to ensure the software functions as designed.
33	Perform a cost/benefit analysis of recommended solutions to application development problems.
34	Write code using programming languages (e.g., JAVA, Assembler, COBOL, Natural, C, VB.Net) in order to develop computer programs/applications.
35	Define and develop computer programs/applications with reusable components to streamline development and improve consistency and maintainability.
36	Document deliverables (e.g., service requests, status reports) to track completion of assigned tasks.
37	Provide periodic status reports on workload and development tasks.
38	Plan, supervise, and direct the work activities of staff.
39	Administer provisions of collective bargaining agreements to ensure compliance in the course of supervising represented employees.

40	Conduct team-building sessions with work unit to establish a more cohesive and productive staff.
41	Ensure product-licensing agreements are followed according to department contracts.
42	Document employee performance and complete performance evaluations and probationary reports.
43	Design databases using specifications within a defined architecture to provide efficient data storage/retrieval.
44	Incorporate reusable application components to streamline development and improve consistency and maintainability.
45	Prepare application system design diagrams to facilitate understanding by customers and team members.
46	Identify failing or poorly performing application components to assess the need for modifications and/or replacement.
47	Identify and resolve employee performance problems by planning and implementing measures to improve employee performance.
48	Provide on-the-job training to employees relating to the tasks of the position.
49	Provide technical assistance to resolve software, hardware, operating, and/or network problems.
50	Develop and document testing configurations to support testing conditions (e.g., test scripts, data sets).
51	Perform security administration to grant permissions to authorized users of application systems and data.
52	Conduct interviews with candidates for employment and hire new employees into the work unit or division.
53	Query databases to retrieve and update data using database query languages (e.g., SQL, CICS, IDMS).
54	Utilize version control processes to track changes to software, manage ownership of software and ensure the correct version is in use.
55	Provide information and make recommendations to supervisors and/or management concerning employee performance issues
56	Research emerging technological products to identify opportunities for system improvement.
57	Conduct necessary activities (e.g., complete customer sign-off, document lessons learned, create Post-Implementation Evaluation Review) to close out the project.
58	Design testing scenarios to meet functional and technical requirements.
59	Monitor the use and application of work unit and departmental policies, procedures, and guidelines in the completion of program/project activities to ensure adherence with standards.
60	Perform database administration functions (e.g., design, build, maintain, backup, recovery, user administration) to provide an application foundation and ensure data integrity and security.

61	Enhance/maintain existing computer programs/applications to increase operating efficiency, adapt to new requirements, or correct errors.
62	Define and document technical requirements to design, develop and support systems.
63	Define and document data and process flows to meet the system requirements.
64	Monitor and track a project, program or work unit to ensure appropriate spending of approved budget.
65	Develop and/or support backup and recovery procedures consistent with the department's disaster recovery plan.
66	Participate in the interview and hiring process to provide input in the selection process.
67	Resolve conflicting priority requests from various programs or customers to meet needs.
68	Assist in the development of control agency documents (e.g. Feasibility Study Report, Special Projects Report, Budget Change Proposals, contracts) to obtain project funding and/or approval.
69	Participate in the acquisition of software and/or hardware by following departmental procurement process.
70	Conduct training needs analysis to determine the level and type of training needed by staff.