

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Associate Programmer Analyst (Specialist)	DISTRICT/DIVISION/OFFICE D20/Information Technology/Solutions Division/Client Server Support	
WORKING TITLE	POSITION NUMBER 900-170-1579-095	EFFECTIVE DATE March 10, 2014

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the general supervision of the Data Processing Manger II, (DPM II), the Associate Programmer Analyst is responsible for the maintenance of computer systems, supporting transitional legacy applications, and is involved with software application enhancements ranging in size and complexity. The incumbent will independently or as part of a team maintain, develop and enhance application systems and design customized reports; develop interfaces between different computer systems, and assist in development and documentation of testing procedures. The incumbent will develop and maintain systems that use many technologies, both longstanding within Caltrans, such as Oracle Forms and Reports and FileMaker Pro, but also with newer SQL and NoSQL processes. The incumbent will work with Oracle Database (10g/11g), Java/PHP web based programming language, Python, MS SQL Server, and be cognizant of newer technologies which may become important to the department. Duties include, but are not limited to:

TYPICAL DUTIES:

E - Essential
M -Marginal

60% (E) **Maintain and Enhance Systems** - The incumbent is responsible for one or more aspects of programming and maintenance of systems and sub-systems within Caltrans. The incumbent will create and/or update documentation for existing and new application development for which they are responsible. operating on multiple platforms, which include Oracle, Windows, Linux, MVS, SQL, etc. The incumbent will assist in the replacement and/or upgrades of Forms and Reports, Discoverer and Java/PHP based web services relating to Oracle 10g/11g or other business related systems that provide interconnectivity. The Associate Programmer will also be responsible for planning, system analysis, design, development, testing, and maintenance of current transitional applications written in Access and reports ported to Excel supporting several different reporting platforms and formats. The incumbent will also frequently support other important financial and business systems that the Department maintains. This effort may require the incumbent to be part of a project team or to work independently on Caltrans financial and business systems. The Associate Programmer Analyst will assist the installation of applications and the

development and maintenance of systems written in SQL and other programming languages and MS SQL/SQL database languages. The incumbent is responsible for working closely with Business Analysts, Database Administrators, System Administrators, Network Support and other areas within HQ-IT to ensure that the technical deliverable meets the specified customer requirements. The incumbent will modify existing systems to provide client requested enhancements to provide additional functionality. The incumbent is responsible for the efficient delivery, quality, and completeness of all technical deliverables.

25% (E) **Analyze Existing Systems** – At the Associate Programmer level, the incumbent will independently analyze various financial and business transaction systems and databases in order to support the end users. The incumbent may provide support to other important financial and business systems to identify deficiencies, document problems and implement changes in operational system procedures. The incumbent will independently or as part of a team make logical decisions and analyze Information Technology system solutions, make program code changes, test programs, identify system bugs, and evaluate program forms/code for functionality. The incumbent will submit resolved cases to the customer for testing and evaluation.

15% (M) **Interaction with Clients** – The incumbent will assist or work independently on maintenance and database administrative tasks and meets with clients to review, discuss and document business needs and problems. The incumbent also provides input to clients on software enhancement costs and assists in determining enhancement prioritization. Performs routine maintenance of database structure to resolve bugs, address performance problems and or various issues discovered through testing. Participates in conferences, meetings, hearings, or presentations involving problems or issues of considerable consequence or importance.

SUPERVISION EXERCISED OVER OTHERS:

None. The employee may act as project leader to other staff and consultants assigned to the project under his/her span of control.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

The incumbent will display an in depth knowledge of:

- MS SQL/SQL Server, XML
- Ability to use Access, Excel, Visio, Project, and debug SQL and XML statements.
- Developing and running custom adhoc reports writing in SQL.
- System design, applications development life-cycle issues and principles, project management, and general information technology business procedures and practices.
- Organization's business enterprise and the larger business perspective in proposing and designing information technology solutions.
- Data processing concepts, practices, methods, and principles and a global and current understanding with respect to evolving industry trends, practices, and standards.

The incumbent will also demonstrate the following abilities and analytical skills:

- Develop detailed program specifications, code more complex programs and write test plans on complex applications.
- Be resourceful and have initiative to complete projects, tasks and assignments effectively.
- Participate with other programmer analysts on more complex or broad scoped projects.
- Communicate effectively, both orally and in writing with subordinates, peers, clients, customers, and higher level staff.
- Propose technical solutions, taking into account the customer's business needs, through presentations, written documentation or oral communication.
- Facilitate meetings with individuals or groups and discuss business and system requirements with team members and clients in order to obtain desired results.
- Establish and maintain effective and cooperative working relationships.
- Provide contractor oversight and contact vendors to discuss new or existing technology.
- Ability to isolate and define unknown conditions, using technologies to resolve critical problems and involving staff (team members) and management as appropriate.
- Demonstrate an in-depth understanding of the relationship of their project responsibilities to the work and business as a whole.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

The incumbent has access to sensitive data and must use all due care to preserve data integrity/confidentiality and ensure the protection of that data from unauthorized access or destruction. Failure to safeguard data could compromise security or result in the loss of Departmental credibility or public trust. The incumbent is responsible for decisions, actions, and consequences, made by themselves or their teams, related to the data processing of implemented applications. The resulting product or service affects the work of other staff, the development and maintenance of major aspects of technology projects, business programs, or missions, or the products and services of many people. Failure of the work product could negatively impact a wide range of established activities, including major activities of organizational concerns, or the operation of other organizations and result in loss of Departmental funds in varying magnitudes.

PUBLIC AND INTERNAL CONTACTS:

The incumbent will consult with or advise management on the planning, development, implementation, and coordination of IT issues. The incumbent will frequently contact vendors to assess new technologies; contractors to provide oversight, negotiate contract modifications, and analyze compliance with contract specifications.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Sustained mental activity is needed for report or memo writing, planning, problem solving and analysis, etc. Emotional requirements include the ability to develop and maintain cooperative working relationships with clients, staff and co-workers; respond appropriately to difficult situations.

