



Office of Human Resources
IT Developer Associate - LI1576
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General Statement of Duties

Performs standard performance level, professional systems analysis and programming work to maintain and enhance information technology systems, including multiple operating systems and databases.

Distinguishing Characteristics

The Associate IT Developer is distinguished from the Staff IT Developer, which performs entry level professional system analysis and programming work maintaining and enhancing software application programs, operating systems, and databases.

The Associate IT Developer is also distinguished from the Senior IT Developer, which performs full performance level professional systems analysis and programming work designing, developing, maintaining, and enhancing software application programs, operating systems, and databases.

Next, the Associate IT Developer is distinguished from the Associate ERP Developer, which performs standard performance level, professional programming work to design and implement Enterprise Resource Planning (ERP) systems, including multiple operating systems and databases.

Finally, the Associate IT Developer is distinguished from the Associate IT Systems Analyst, which performs standard or intermediate level professional work analyzing, refining, and documenting the business requirements of City department and agency customers included in the development, implementation, and production of integrated technology software systems. The Associate IT Systems Analyst also serves as an authoritative technical resource on specific business requirements and information needs of assigned customer departments and agencies in any phase of the application and system development life cycles.

Level of Supervision Exercised

By position, may perform lead work.

Essential Duties

Consults with users and other information technology staff to identify user problems and design new or existing systems; assists with the preparation of a time line and project plan for the development or enhancement of new/existing software application programs.

Analyzes user requirements, writes specifications and codes, and installs and documents software application programs.

Develops or modifies new or existing software applications programs of moderate complexity and scope.

Designs, develops, tests, debugs, implements, and prepares flow charts for both new and existing systems to automate end user files and records.

Integrates and implements software packages and coordinates necessary training for users.

By position, may assist lower level developers in the development of applications of a more complex nature.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Creative Thinking – Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Technology Application – Uses machines, tools, instruments, or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Knowledge of information technology and data processing sufficient to be able to review program specifications, design programs, and write or modify code.

Knowledge of the principles, methods, and tools for designing, developing, and testing software in a given environment.

Knowledge of information technology systems analysis, including systems design, sufficient to be able to maintain current systems and implement new systems.

Knowledge of the principles, methods, and tools for analyzing and developing software test and evaluation procedures.

Knowledge of computer languages and their applications to enable a system to perform specific functions.

Education Requirement

Bachelor's Degree in Computer Science, Information Systems, Business Administration, Mathematics or a directly related field.

Experience Requirement

Two (2) years of professional Information Technology experience.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

For DPL Positions Specifically:

Potential exposure to hazardous anesthetic agents, body fluids, and bio-wastes.
Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.
Potential exposure to cold temperature, cold enough to cause bodily discomfort.
Potential exposure to cold weather conditions (indoor/outdoor).
Potential exposure to conditions that affect the skin or respiratory system.
Potential exposure to dust.
Potential exposure to extreme temperature changes.
Potential exposure to hazardous conditions where there is a danger to life, body, and/or health.
Potential exposure to hazardous/toxic chemicals.
Potential exposure to hazards from electro/mechanical/power equipment.
Potential exposure to hazards of steam and heat.
Potential exposure to heat temperatures, hot enough to cause bodily discomfort.
Potential exposure to hot and humid work environment.
Potential exposure to housekeeping/cleaning agents/chemicals.
Potential exposure to infection from disease-bearing specimens.
Potential exposure to infections and contagious diseases.
Potential exposure to odorous chemicals.
Potential exposure to pesticides or fertilizers.
Potential exposure to the risk of blood borne diseases.
Potential exposure to temperature changes: variations in temperature from hot too cold.
Potential exposure to temperature changes: variations in temperature from hot to cold.
Potential exposure to unpleasant elements (accidents, injuries, and illness).
Extreme cold conditions.
Handles emergency or crisis situations.
Noise sufficient to cause distraction or possible hearing loss.
Personal Safety: aware of surroundings, people, and events.
Pressure due to multiple calls and inquiries.
Subject to long, irregular hours.
Subject to many interruptions.
Subject to burns and cuts.
Subject to electrical and radiant energy hazards.
Subject to hazards of flammable or explosive gases.
Subject to injury from moving parts of equipment or vehicles.
Subject to precarious or high locations.
Subject to pressure for multiple calls, inquiries, and interruptions.
Subject to varying and unpredictable situations.
Subject to traffic, roadways, and pedestrians.
Subject to vibrations and strain on the body to cause bodily harm if endured daily.
Temperature Changes: variations in temperature from hot too cold.
Temperature Changes: variations in temperatures from hot too cold when works in field.
Wet: frequent contact with water or other liquid.

Wet: frequent contact with water, liquid, chemicals, or sanitary sewage.
Works in precarious or high locations

Level of Physical Demand

For DPL Positions Specifically:
3-Medium (20-50 lbs.) to 4- Heavy Work (50-100 lbs.)

Physical Demands

For DPL Positions Specifically:

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Agility: Ability to move quickly and easily.
Balancing: Maintaining equilibrium.
Carrying: Transporting or moving an object.
Climbing: Ascending or descending an object or ladder
Color Vision: Ability to distinguish and identify different colors..
Crawling: Moving about in a low or crouched position.
Crouching: Positioning body downward and forward.
Depth Perception: Ability to judge distances and space relationships..
Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.
Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.
Field of Vision: Ability to sharply detect or perceive objects peripherally.
Fine Dexterity: Sufficient coordination to operate a vehicle and manipulate objects.
Fingering: Picking and pinching, through use of fingers or otherwise.
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
Hazards: Conditions where there is danger to life, body and/or health..
Hearing/Talking: Perceiving and comprehending the nature and direction of sounds/ability to communicate ideas.
Hearing: Perceiving and comprehending the nature and direction of sounds.
Kneeling: Assuming a lowered position.
Lifting: By Position, may move objects 20-50 pounds, or 50-100 pounds from one level to another.
Neck Flexion: Perceiving objects located above or below.
Physical Strength: Exerts force to transport objects of 50 pounds [or insert appropriate weight] or more.
Pulling: Exerting force upon an object so that it is moving to the person.
Pushing: Exerting force upon on object so that it moves away from the person.
Reaching: Extending the hands, arms, or other device in any direction.
Repetitive Motions: Making frequent or continuous movements.
Sitting: Remaining in a stationary position.
Stamina: Ability to work over long periods of time without tiring.
Standing: Remaining in a stationary position.
Stooping: Positioning oneself low to the ground.
Talking: Communicating ideas or exchanging information.
Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.
Walking: Ability to move or traverse from one location to another.
Written Comprehension: Ability to discern the meaning of written words.

Background Check Requirement

Criminal Check
Education Check

Employment Verification
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

None

Class Detail

Pay Grade: I-812
FLSA Code: Y
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: