



Office of Human Resources
IT Developer Staff - CI1447
THIS IS A PUBLIC DOCUMENT

General Statement of Duties

Performs entry level professional system analysis and programming work maintaining and enhancing software application programs, operating systems, and databases.

Distinguishing Characteristics

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

The Staff 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 Staff IT Developer is distinguished from the Staff ERP Developer, which performs entry level, professional programming work training in the maintenance and enhancement of Enterprise Resource Planning (ERP) systems, including multiple operating systems and databases.

Finally, the Staff IT Developer is distinguished from the Staff IT Systems Analyst, which performs entry level professional work assisting in the analysis, refinement and documentation of the business requirements of City department or agency customers included in the development, implementation, and production of integrated technology software systems.

Level of Supervision Exercised

None

Essential Duties

Participates in the consultative process between users and other information technology staff to identify user problems and design new or existing systems.

Assists with the analysis of user requirements; writes basic specifications and codes; and assists with the installation and documentation of software application programs.

Develops or modifies new or existing software applications programs that are basic in complexity and scope from detailed specifications.

Assists with the development, testing, and implementation of new and existing systems to automate end user files and records.

With guidance, codes, tests, debugs, documents, and maintains software programs.

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

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.

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 related field.

Experience Requirement

None

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.

Additional appropriate education may be substituted for the minimum 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

Handles absentee replacement on short notice.

Occasional pressure due to multiple calls and inquiries.

Pressure due to multiple calls and inquiries.

Subject to long, irregular hours.
 Subject to many interruptions.
 Subject to pressure for multiple calls, inquiries, and interruptions.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

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

Agility: bends, stretches, twists, or reaches out with the body, arms, or legs.
 Balancing: maintaining body equilibrium to prevent falling over.
 Carrying: transporting an object; usually by hand, arm, or shoulder.
 Color vision: ability to distinguish and identify different colors.
 Crawling: moving about on hands and knees or hands and feet.
 Crouching: bending body downward and forward by bending legs.
 Depth Perception: ability to judge distances and space relationships.
 Eye/Hand/Foot Coordination: performing work through the use of two or more.
 Feeling: perceiving attributes of objects by means of skin receptors.
 Feeling: perceiving attributes of objects by means of spoken word.
 Field of Vision: ability to adjust vision to bring objects into focus.
 Field of Vision: ability to see peripherally.
 Fine Dexterity: Coordinate eye-hand to operate a vehicle, reach, hold, grasp and turn objects.
 Fingering: picking, pinching, or otherwise working with fingers.
 Handling: seizing, holding, grasping, or otherwise working the hand(s).
 Handling: seizing, holding, grasping, or otherwise working with fingers.
 Hearing/Talking: Hear and determine direction of sound.
 Hearing: perceiving the nature of sound by the ear.
 Kneeling: bending legs to come to rest on one or both knees.
 Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.
 Mathematical reasoning
 Memorization
 Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.
 Neck Flexion: Moving neck upward/downward.
 Oral Comprehension
 Pulling: Exerting force upon an object so that it is moving to the person
 Pushing: exerting force upon an object so that the object is moving away from the person.
 Reaching: extending the hand(s) and arm(s) in any direction.
 Repetitive motions: Making frequent movements with a part of the body.
 Sitting: remaining in the normal seated position.
 Standing: remaining one one's feet in an upright position.
 Stooping: Bending the body by bending the spine at the waist.
 Talking: Expressing or exchanging ideas by means of spoken words
 Vision Far acuity: ability to see clearly at 20 feet or more.
 Vision Near acuity: ability to see clearly at 20 inches or less.
 Vision: To observe animal behavior, read signs, and reading colors.
 Walking: moving about on foot on uneven surfaces.
 Walking: moving about on foot.
 Written Comprehension.

Background Check Requirement

Criminal Check
Education Check
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: I-622
FLSA Code: N
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: