



Office of Human Resources
IT Developer Specialist - C13388
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General Statement of Duties

Performs specialized professional level systems analysis and programming work to design and implement complex systems configurations and integrations involving multiple operating systems and databases, which includes the design and development of business solutions, and creates technical design specifications for operating systems and applications.

Distinguishing Characteristics

The Staff IT Developer performs entry-level professional systems analysis and programming work maintaining and enhancing software applications, operating systems, and databases, which includes mapping business processes to configure operating systems and applications.

The Associate IT Developer performs standard professional level systems analysis and programming work developing, maintaining, and enhancing software applications, operating systems, and databases, and developing solutions for business needs.

The Senior IT Developer performs full-performance professional level systems analysis and programming work to maintain and enhance software applications for multiple operating systems and databases, and maintains servers and integrating network interfaces, which includes developing solutions for business needs.

The IT Developer Specialist performs specialized and complex professional level systems analysis and programming work to maintain and enhance software applications for multiple operating systems and databases, which includes developing solutions for business needs, building and designing relational databases, data modeling, and systems architecture.

Essential Duties

Leads the consultative process between endusers and other information technology staff to identify problems, which includes designing new or modifying existing applications, systems, and databases, preparing work plans and project timelines, and documenting and diagramming enhancements to software applications, operating systems, and database configurations.

Manages the integrity of security designs and architecture of applications and systems, including the implementation of backup and recovery processes, and administers systems security measures to protect data, software, and hardware.

Leads enterprise architect projects to implement and enhance multiple systems and applications to meet business needs, which includes developing complex configurations, and tests and evaluates systems to support a service-oriented architecture and integration between applications.

Leads the installation, upgrade, and maintenance of applications, databases, middleware, and servers, which includes installing new software releases and system upgrades, evaluating and installing patches, and conducting database migrations, refreshes, and restores.

Plans, designs, and develops database servers, web servers, and application servers in a multi-instance environment, which includes implementing and maintaining the architecture necessary for integration with other application systems.

Participates in the development of database-related application development standards covering database creation, software placement, storage and auditing, which includes planning and implementing operating procedures for backup of databases and recovery of database information.

Monitors third party tools for software applications and database performance, provides recommendations for enhancements, and makes database table changes to software applications.

Works with stakeholders both internal and external to the organization to create recommendations, ensures compliance with information technology protocols, and ensures utilization of best practices with systems and applications customizations.

Advisor to management and leadership on projects, programs, and priorities regarding enterprise operating systems and architecture, to include identifying business requirements, providing solutions to problems, documenting financial impacts, and ensuring alignment with overall technology vision and strategy.

Develops and creates policies and procedures for software applications and operating systems as part of the overall strategy to maintain enterprise operating systems governance.

Develops long-range Cloud strategy adoption, which includes continual improvements, identifying applications and services that can be moved to the Cloud environment, security assessments, integration of data, and project budget management.

Researches, evaluates, and recommends technologies that support current and future projects with citywide impact, which includes analyzing industry and market technological trends to determine potential impacts on enterprise systems.

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

By position, performs lead work over subordinate employees.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

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.

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

Technology Management - Keeps up-to-date on technological developments. Makes effective use of technology to achieve results. Ensures access to and security of technology systems.

Client Orientation – Applies quality management principles and processes for delivery of high-quality products and service(s) within a functional area, meets routine demands of internal and external customers/stakeholders, and strives for continuous improvement.

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.

Knowledge of database function and design sufficient to be able to implement network databases.

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of lead work functions.

Level of Supervision Exercised

By position, performs lead work.

Education Requirement

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

Experience Requirement

Five (5) years of professional level experience developing, modifying, and implementing operating systems, business applications, enterprise architecture design, and maintaining databases and servers.

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.

By position, must obtain Criminal Justice Information Services (CJIS) clearance within the probationary period.

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

Working Environment

Pressure due to multiple calls and inquiries.

Subject to long, irregular hours.

Subject to many 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: Ability to move quickly and easily.

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

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.

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: Moving objects weighing no more than 10 pounds from one level to another.

Neck Flexion: Perceiving objects located above or below.

Oral Comprehension: Ability to discern the meaning of oral speech.

Pulling: Exerting force upon an object so that it is moving to the person.

Pushing: Exerting force upon an object so that it moves away from the person.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

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.

Vision: Ability to perceive animal behavior, comprehend signs, and detect color.

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

By position, must obtain Criminal Justice Information Services (CJIS) clearance within the probationary period.

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-16

FLSA Code: Y

Established Date: 11/26/2023

Established By: JH

Revised Date:

Revised By:

Class History: 11/26/23 - This is a new classification design incorporating development of operating systems, software applications, and enterprise architecture.