

POSITION DESCRIPTION

DOA-15302 (C07/2015)
PREVIOUSLY OSER-DMRS-10
State of Wisconsin
Department of Administration/Division of Personnel Management

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| 1. Position No. 015769 | 2. Cert / Reclass Request No. 24-9984 Effective: | 3. Agency No. 566 |
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| 4. NAME OF EMPLOYEE | 5. DEPARTMENT, UNIT, WORK ADDRESS Wisconsin Department of Revenue (DOR) Division of Technology Services (DTS) Application Services Bureau SLF Business Applications Development Section 2135 Rimrock Road, MS 4-224 Madison, WI 53714 SLF (State & Local Finance) |
| 6. CLASSIFICATION TITLE OF POSITION IS Systems Development Services Professional | |
| 7. CLASS TITLE OPTION (to be filled out by Human Resources Office) | 8. NAME AND CLASS OF FORMER INCUMBENT Marilyn Hansen, IS Systems Development Services Spec |
| 9. AGENCY WORKING TITLE OF POSITION JavaScript/Java Developer | 10. NAME AND CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES Jack Ersbo, IS Sys Development Services Professional |
| 11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Gordon Thompson Management Information Chief | 12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW? |

13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? Yes No
IF YES, COMPLETE AND ATTACH A SUPERVISORY POSITION ANALYSIS FORM

14. POSITION SUMMARY – PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:

SEE ATTACHED

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION

— GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
— WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
— TIME %: Include for goals and major worker activities.

| TIME % | GOALS AND WORKER ACTIVITIES | (Continue on attached sheets) |
|--------|-----------------------------|-------------------------------|
| | SEE ATTACHED | |

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION

a. The supervision, direction, and review given to the work of this position is [X] close [] limited [] general.
b. The statements and time estimates above and on attachments accurately describe the work assigned to the position.

Signature of first-line supervisor _____ Date _____
*Position Description approved 6/21/24 by supervisor

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.

Signature of employee _____ Date _____

18. Signature of Human Resources Manager _____ Date _____
*Position Description approved 6/21/24 by Shannon Byrnes (DOR/DVA HR Spec-SR)

POSITION SUMMARY (Line 14)

Analyze, design, develop, enhance, test, maintain and support Department of Revenue (DOR) IT applications consisting of commercial off-the-shelf packaged application (COTS) IPAS (Integrated Property Assessment System), in-house custom developed applications and subsystems on client-server and web-based platforms. Support the overall life cycle for creating, maintaining, and supporting DOR IT applications through requirements gathering, analysis, development, implementation, and testing of applications. As a team-member, participate in projects to define requirements and develop IT applications that support DOR business processes. Propose design and system alternatives in response to customer requests. Develop specifications according to DOR systems development, project management and configuration management methodologies.

This position requires knowledge of Object-Oriented software programming techniques and programming languages (JavaScript, Java, XML, HTML/CSS, SQL, Oracle-PL/SQL, Oracle Reports, Webservices, etc.) relational database programming like SQL for systems such as Microsoft SQL Server, Oracle, and analytical and problem resolution methods.

This position will function under close to limited supervision of the SLF Business Applications Development Section Chief.

TIME % GOALS AND WORKER ACTIVITIES (Line 15)

- 75% A. Perform programming tasks needed to develop, enhance, maintain and support complex IT applications consisting of commercial off-the-shelf packaged application (COTS) IPAS, in-house custom developed applications on LAN and web-based platforms according to DOR standards.
- A1. Design and code programs using object oriented design for new and existing systems (user interfaces, reports, batch jobs, business logic, data access modules) to meet user needs and specifications using approved DOR development toolkits and programming languages (JavaScript, Java, XML, HTML/CSS, SQL, Oracle-PL/SQL, Oracle Reports, Webservices, etc.) in an integrated development environment. Develop reusable software and procedures that integrate two or more applications.
 - A2. Prepare problem definitions, workflow procedures, test files, and system flowcharts necessary for effective support and maintenance of assigned systems.
 - A3. Develop effort estimates and completion dates for assigned work. Review and finalize estimates with supervisor and/or designee. Complete assigned work per finalized estimates and completion dates.
 - A4. Use and develop prototypes, modules, components, utilities and other software aids as required.
 - A5. Monitor problem queues and respond to user requests in support of maintenance and enhancement requests. Update tracking systems to log work on problems and to document current status.
 - A6. Run, test and debug programs so that all possible conditions are accounted for and that all calculations and formulas are accurate. Develop reusable software test scripts and plans. Coordinate tests with business areas, assisting business area experts and program liaisons with the analysis of test results.
 - A7. Prepare general and technical documentation for systems, applications and programs.
 - A8. Proactively research and learn new programming trends, languages, and create prototypes using new technologies through self-initiative.
- 15% B. Adherence to project management methodology, project time reporting system, and the DTS Strategic Plan. Development of all project work using Project Charters, Statements of Work (SOW), Work Breakdown Structures (WBS), and Project Acceptance Criteria as directed by DTS management.
- B1. Plan, monitor and support all project plans and work activities according to the Department project management methodology. Adhere to methodology for internally developed or purchased systems.

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- B2. Assess and report status of projects on a timely basis according to business and operational requirements as designated by project charters. Archive all project notes in shared folders.
- B3. Identify, resolve and report production and application development problems as required. Provide timely assistance to the Service Desk and Production Services with problem resolution consistent with service level agreements (SLA's).
- B4. Provide project reviews for managers and project teams. Provide walkthroughs and presentations about new or changed applications as requested.
- B5. Provide regular status reports indicating threats and opportunities that exist for projects. Analyze and report project risk factors and impact of change as requested.

10% C. Participation in Employee Development Programs

- C1. Regularly consults with other DTS staff about project management techniques, application tools and new development techniques.
- C2. Improve business knowledge and technical skills by conducting independent study, attending DOR approved training courses, workshops, professional user groups and seminars.
- C3. Develop a balanced training plan of continual improvement with regard to analysis, application programming, project management, leadership, technology and interpersonal skills.

KNOWLEDGES, SKILLS AND ABILITIES

- 1. Working knowledge of JavaScript, Java, XML, HTML/ CSS, SQL, Oracle-PL/SQL, Oracle Reports, Webservices, etc.
- 2. Working knowledge of Information Systems concepts, principles and practices.
- 3. Working knowledge of local area networks, server configurations, troubleshooting using server logs.
- 4. Analyze, design, develop and/or enhance automated systems and subsystems skills and abilities.
- 5. Knowledge of IT problem resolution methods and business concepts.
- 6. Ability to provide general technical and non-technical support for DTS staff and business areas.
- 7. Ability to plan, monitor and support all project plans and work activities according to the department project management methodology.
- 8. Ability to perform programming tasks needed to develop, enhance or maintain programs and systems according to Department systems development standards using JavaScript, Java, XML, HTML/ CSS, SQL, Oracle-PL/SQL, Oracle Reports, Webservices, etc..
- 9. Ability to perform systems analysis and design tasks for new and existing automated systems and/or programs per Department methodologies.
- 10. Working knowledge of Relational database and SQL programming.
- 11. Oral and written communication skills.
- 12. Team dynamics and interpersonal skills and abilities.
- 13. Organizational and time management skills to work independently or within a team.
- 14. Ability to develop business, systems and technical specifications and documentation for automated business systems.