IT APPLICATION DEVELOPMENT

General Summary

IT Application Developers work closely with clients and IT team members to understand the stakeholder requirements that drive the analysis and design of applications aligned with the organization's mission and business. Developers are responsible for the design and implementation of applications' build, release, deployment and configuration activities. This includes performing such tasks as coding, testing, debugging and documenting programs. Other responsibilities include working with internal business partners to gather requirements, prototyping, architecting, implementing/updating solutions, building and executing test plans, performing quality reviews, managing operations, and triaging and fixing operational issues.

IT Application Developer I
Jobcode: IDAD20
Pay Band: ID
FLSA Status: Non-Exempt

Distinguishing Characteristics

Under direct supervision, design, develop, install, configure, code, test, document software applications/solutions. Works on smaller, moderately complex tasks in support of projects under the direction of a more seasoned application development position and/or team leader position.

Recommended Education and Experience for Full Performance

Bachelor's degree in Computer Science, Management Information Systems (MIS), Information Technology, Engineering or similar technical degree and two (2) years of experience in software programming. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Minimum Qualifications

Associate's Degree in Computer Science, Management Information Systems (MIS), Information Technology, Engineering or similar technical degree and two (2) years of experience in software programming. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience.

Essential Duties and Responsibilities*

1. Develop custom code using programming languages that are object-based and/or procedural-based (e.g. C#, C++, Java, PHP, Adobe, Sharepoint, Wordpress Joomla, plugins, .net nuke, ruby on rails); or configure/modify Commercial Off-The Shelf (COTS) software systems/products (e.g. PeopleSoft, ArcGis, WordPress) to meet business requirements.
2. Follow team software development methodology.
3. Prepare documentation in accordance with existing standards and practices.
4. Perform coding, debugging and modifications to existing applications.
5. Apply knowledge of relational database technology.
6. May provide support as member of team for new configurations with such tasks as scope of work.
7. May serve as technical resource with respect to applications.

Web Administration
Essential Duties and Responsibilities*

1. Develop structure of a website, layout, dynamic elements, user-friendly interface elements, and search savvy knowledge, CSS design, current HTML standards, Java Script, and related web site development technologies and software.

2. Optimize web content for end user performance. Work may include reformatting text, assuring hyperlink integrity, transferring and translating files, and posting of new material to the page involving HTML scripting. May maintain web site content and information flow.
3. Work with developers and users to develop highly functional user interfaces for web-based applications.
4. Work with business units to maintain existing content and develop new content to promote programs and services.
5. May be responsible for desktop web content authoring using development tools and web authoring/editing applications.
6. Recommend and implement improvements related to the overall organization, usability, and effectiveness of web properties as they evolve over time.

IT Application Developer II
Jobcode: IDAD23
Pay Band: IE
FLSA Status: Exempt

Distinguishing Characteristics
Under general supervision, code, test, debug, document and implement software applications. Execute all programming tasks, including programming, analyzing, designing, developing, implementing, modifying, and maintaining computer programs. Work on systems of moderate size and complexity or segments of larger systems.

Recommended Education and Experience for Full Performance
Bachelor's degree in Computer Science, Management Information Systems (MIS), Information Technology, Engineering or similar technical degree and four (4) years of experience in software programming. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling eight (8) years may substitute for the required education and experience.

Minimum Qualifications
Bachelor's degree in Computer Science, Management Information Systems (MIS), Information Technology, Engineering or similar technical degree and two (2) years of experience in software programming. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Essential Duties and Responsibilities*
1. Integrate solutions with other applications and platforms outside the framework.
2. Perform moderately complex assignments that may require the development of new or improved applications, processes or techniques.
3. Understand client needs and technical requirements in order to determine and implement solutions.
4. Manage all aspects of the system/product to include and not limited to installation, backup, data recovery, security, clustering, and establishing system utilization standards.
5. May mentor lower level application developers.
6. Conceptualize design, implement, and develop solutions for complex system/programs independently.
7. Work with a variety of users to gain information, and develop intra-system tradeoffs between different users, as necessary; interact with a diverse client base and outside vendor contacts.
8. Provide technical analysis, design, development, conversion, and implementation work.
9. Perform script maintenance and updates due to changes in requirements or implementations.
10. Assist with setup and maintenance of test enviroments.
11. Translate business and technical requirements into test cases, test scenarios and scripts.
12. Review modules for quality assurance.
13. May participate in the development of contingency plans including reliable backup and restore procedures.

14. Develop custom code using programming languages that are object-based and/or procedural-based (e.g. C#, C++, Java, PHP, .net nuke, ruby on rails); or configure/modify Commercial Off-The Shelf (COTS) software systems/products (e.g. PeopleSoft, ArcGis, WordPress) to meet business requirements.

IT Application Developer III
Jobcode: IDAD26
Pay Band: IF
FLSA Status: Exempt

Distinguishing Characteristics
Independently perform the most complex assignments often requiring the development of new or improved applications, processes or techniques. Contribute to all phases of a project, including systems analysis, program design, development, and implementation. Serve as a liaison between client partners, IT, project managers and other stakeholders in planning and building software solutions.

Recommended Education and Experience for Full Performance
Bachelor's degree in Computer Science, Management Information Systems (MIS), Information Technology, Engineering or similar technical degree and six (6) years of experience in software programming. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling ten (10) years may substitute for the required education and experience.

Minimum Qualifications
Bachelor's degree in Computer Science, Management Information Systems (MIS), Information Technology, Engineering or similar technical degree and four (4) years of experience in software programming. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling eight (8) years may substitute for the required education and experience.

*Essential Duties and Responsibilities**
1. Propose, conceptualize, design, implement, and develop solutions for difficult and complex applications independently. Work on projects that may span a broad range of applications and/or require expertise in multiple technical environments and business areas.
2. Make complex configurations/modifications to Commercial Off-The Shelf (COTS) software systems/products (e.g. PeopleSoft, ArcGis, WordPress) and manage all aspects of the system/product to include and not limited to installation, backup, data recovery, security, clustering, and establishing system utilization standards.
3. Accountable for application security, validation, evaluation and implementation.
4. Develops, executes and documents test plans.
5. Sets up and maintains the test environments.
6. Assess client needs utilizing a structured requirements process (gathering, analyzing, documenting, and managing changes). Analyzes client operations to understand their strengths and weaknesses to uncover opportunities for improvements.
7. Leads or participates in project planning processes. Creates and shares development estimates and operational requirements to enable accurate planning with realistic timelines.
8. Writes and communicates business requirements and functional specifications for the implementation of client solutions.
9. Review the physical design of existing systems for optimizing performance by conducting gap analysis, identifying feasible alternative solutions, and assisting in the scope of modifications.
10. Works closely with architects to assure all systems are in line with IT's long-term strategy.
11. Reviews technical design specifications developed by junior analysts/developers.
12. May work as a project or team lead and provide technical direction to lower level team members. Mentors lower level applications developers.

13. Participate in the identification of continuity/disaster recovery risks and mitigation plans. Assist in the development of disaster recovery plans with service providers.
14. Documents functions and changes to new or modifies modules, test activities/results and other areas.
15. Assist in the development of user guides and training documentation for systems.
16. Provide support for integration of geospatial information technology (GIT) applications, as needed.
17. Develops reports and presentations for senior management, as needed.
18. May engage in long-term strategic planning.

IT Application Development Supervisor
Jobcode: IDAS26
Pay Band: IF
FLSA Status: Exempt

Distinguishing Characteristics
First level supervisor over a team of application development staff.** Independently perform the most complex assignments often requiring the development of new or improved applications, processes or techniques. Contribute to all phases of a project, including systems analysis, program design, development, and implementation. Serve as a liaison between client partners, IT, project managers and other stakeholders in planning and building software solutions.

Recommended Education and Experience for Full Performance
Bachelor's degree in Computer Science, Management Information Systems (MIS), Information Technology, Engineering or similar technical degree and six (6) years of experience in software programming. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling ten (10) years may substitute for the required education and experience. At least two (2) years of which must be leading/supervising an applications development team.

Minimum Qualifications
Bachelor's degree in Computer Science, Management Information Systems (MIS), Information Technology, Engineering or similar technical degree and four (4) years of experience in software programming. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling eight (8) years may substitute for the required education and experience.

Essential Duties and Responsibilities*
1. Typically supervises a team of applications development staff. Focus is on adaptation and maintenance of existing applications.
2. Propose, conceptualize, design, implement, and develop solutions for difficult and complex applications independently. Work on projects that may span a broad range of applications and/or require expertise in multiple technical environments and business areas.
3. Make complex configurations/modifications to Commercial Off-The Shelf (COTS) software systems/products (e.g. PeopleSoft, ArcGis, WordPress) and manage all aspects of the system/product to include and not limited to installation, backup, data recovery, security, clustering, and establishing system utilization standards.
4. Accountable for application security, validation, evaluation and implementation.
5. Develops, executes and documents test plans.
6. Sets up and maintains the test environments.
7. Assess client needs utilizing a structured requirements process (gathering, analyzing, documenting, and managing changes).
8. Analyzes client operations to understand their strengths and weaknesses to uncover opportunities for improvements.
9. Leads or participates in project planning processes.

10. Creates and shares development estimates and operational requirements to enable accurate planning with realistic timelines.
11. Writes and communicates business requirements and functional specifications for the implementation of client solutions.
12. Review the physical design of existing systems for optimizing performance by conducting gap analysis, identifying feasible alternative solutions, and assisting in the scope of modifications.
13. Works closely with architects to assure all systems are in line with IT's long-term strategy.
14. Reviews technical design specifications developed by junior analysts/developers.
15. May work as a project or team lead and provide technical direction to lower level team members. Mentors lower level applications developers.
16. Participate in the identification of continuity/disaster recovery risks and mitigation plans. Assist in the development of disaster recovery plans with service providers.
17. Documents functions and changes to new or modifies modules, test activities/results and other areas.
18. Assist in the development of user guides and training documentation for systems.
19. Provide support for integration of geospatial information technology (GIT) applications, as needed.
20. Develops reports and presentations for senior management, as needed.
21. Engage in long-term strategic planning.

IT Application Development Manager I
Jobcode: IDAX30
Pay Band: IG
FLSA Status: Exempt

Distinguishing Characteristics
Manage staff in the day-to-day operations for functional area(s) of responsibility. Responsible for hiring and retaining staff, career coaching, personal development for direct reports and accountable for the performance of employees. Ensure work completion within schedule and constraints. Accountable for multiple applications and application development teams.

Recommended Education and Experience for Full Performance
Bachelor's degree in Computer Science, Management Information Systems (MIS), Information Technology, Engineering or similar technical degree and eight (8) years of experience in software programming. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling twelve (12) years may substitute for the required education and experience. At least four (4) years of which must be leading/supervising an applications development team.

Minimum Qualifications
Bachelor's degree in Computer Science, Management Information Systems (MIS), Information Technology, Engineering or similar technical degree and six (6) years of experience in software programming. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling ten (10) years may substitute for the required education and experience. At least two (2) years of which must be leading/supervising an applications development team.

Essential Duties and Responsibilities*
1. Exercise full management responsibility for a technical group, including recruiting, hiring, training, developing, evaluating, and setting priorities. Consistently foster collaboration and respect among team members by addressing elements of the group process that impede, or could impede, the group from reaching its goal.
2. Engage business and technical leaders in the identification of business solutions consistent with best practices for cross-functional implementation.

3. Perform planning, organizational and communication duties; flexibility and resiliency in the face of significant obstacles; and best leadership practices and managerial techniques in driving change initiatives and engaging employees.
4. Ensure work completion within schedule, budgetary, and design constraints; make decisions about analysis, design, and testing.
5. Approve technical changes, schedules, projects and oversee timelines. Implement and monitor quality standards.
6. Manage vendor relations.
7. Identify potential areas of conflicting priorities and vulnerabilities in achieving standards.
8. Put systems in place and use them to monitor and detect errors and problems.
9. Create framework for reviewing large volumes of unorganized data.
10. Translate analytical reports into management presentations and provides guidance to resolve issues.
11. Ensure security and compliance of enterprise reflective of knowledge of industry standards, trends and/or regulatory requirements for area(s) of responsibility.
12. Solicit internal and external customer evaluation of performance and devise measures for improvement.
13. Use techniques of advanced business, financial, and organizational analysis to identify, assess and report on operations, issues and potential solutions.
14. Interpret, implement and ensure compliance with agency administrative policies and procedures. Recommend new internal policies, guidelines and procedures.
15. Independently or in collaboration with human resources managers, guide supervisors in the interpretation and implementation of human resources policies, procedures and programs.

IT Application Development Manager II
Jobcode: IDAX35
Pay Band: IH
FLSA Status: Exempt

Distinguishing Characteristics
Accountable for management and success of all applications and application development teams. Approve hiring and retention of staff, career coaching, and personal development for direct reports. Achieve goals through the management of staff and/or managerial staff. Responsible for aligning application portfolio with organization's strategic plan. Typically reports to the agency CIO.

Recommended Education and Experience for Full Performance
Bachelor's degree in Computer Science, Management Information Systems (MIS), Information Technology, Engineering or similar technical degree and ten (10) years of experience in software programming. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling fourteen (14) years may substitute for the required education and experience. At least six (6) years of which must be leading/supervising an applications development team.

Minimum Qualifications
Bachelor's degree in Computer Science, Management Information Systems (MIS), Information Technology, Engineering or similar technical degree and eight (8) years of experience in software programming. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling twelve (12) years may substitute for the required education and experience. At least four (4) years of which must be leading/supervising an applications development team.

Essential Duties and Responsibilities*
1. Responsible for overall management of a technical program(s) within a singular IT discipline that provide critical support services to the organization. Oversee allocation of all resources.
2. Systematically analyze relationships between apparently independent problems and issues.

3. Evaluate the performance of the organization and develop plans accordingly for areas of responsibility. Reviews and cross-reviews reports, identifying trends and isolated events.
4. Lead process improvement for immediate unit or program. Influence leadership on specific recommendations for current operations and future development.
5. Exercise full management responsibility for a technical group, including recruiting, hiring, training, developing, evaluating, and setting priorities.
6. Consistently foster collaboration and respect among team members by addressing elements of the group process that impede the group from reaching its goal.
7. Engage business and technical leaders in the identification of business solutions consistent with best practices for cross-functional implementation.
8. Demonstrate: effective planning, organizational and communication skills; flexibility and resiliency in the face of significant obstacles; and best leadership practices and managerial techniques in driving change initiatives and engaging employees.
9. Ensure work completion within schedule, budgetary, and design constraints; make decisions about analysis, design, and testing.
10. Approve technical changes, schedules, projects and oversee timelines. Implement and monitor quality standards.
11. Manage vendor relations.
12. Champion major initiatives; lead complex, high-visibility process redesign and innovation projects; develop and implement initiatives.
13. Identify potential areas of conflicting priorities and vulnerabilities in achieving standards. Put systems in place and use them to monitor and detect errors and problems.
14. Create framework for reviewing large volumes of unorganized data. Translate analytical reports into management presentations and provides guidance to resolve issues.
15. Ensure security and compliance of enterprise reflective of knowledge of industry standards, trends and/or regulatory requirements for area(s) of responsibility.
16. Solicit internal and external customer evaluation of performance and devise measures for improvement.
17. Use techniques of advanced business, financial, and organizational analysis to identify, assess and report on operations, issues and potential solutions.
18. Interpret, implement and ensure compliance with agency administrative policies and procedures. Recommend new internal policies, guidelines and procedures.
19. Independently or in collaboration with human resources managers, guide supervisors in the interpretation and implementation of human resources policies, procedures and programs.
20. Establish strategic goals and enterprise-wide priorities.

Bargaining Unit: **IT Application Developer I, II, III may be covered by a collective bargaining agreement.**
IT Application Development Supervisor, Manager I, II not represented.

Statutory Requirements:

Conditions of Employment:

Working Conditions: Working Conditions for individual positions in this classification will vary based on each *agency's utilization*, *essential functions* and the *recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Established: 6/23/2016   **Revised: 7/26/2016 FLSA change Apps Dev I**

*Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.

** Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.