



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Development Analyst
Department: 33 Technology
FLSA Status: Non-Exempt
Job Code: 246A
WC Code: 8810
Effective Date: July 1, 2015
Last Revised: April 28, 2017
Pay Grade: A18
Union: AFSCME

SUMMARY

The Development Analyst is responsible for maintaining information systems in support of core organizational functions, including installation, modification and/or repair of hardware and software systems. Communicates on a regular basis with County departments regarding systems upgrades, problem resolution, and ease of use issues. The position requires independent judgment, analytical and problem-solving skills, and the ability to identify, communicate, and resolve systems issues to maximize the effectiveness of Information Technology systems. Work is performed under the direction of the Technology Director and in conjunction with the Senior Development Analyst and Network Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all the listed duties below, and other positions will entail duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Applies an intermediate level knowledge of applications development and applications administration to configure, test, implement, train, document, administer and maintain software applications, and/or enhancements.
2. Performs requirements analysis and designs the business logic and presentation components of software to assist departments with third party solution acquisition.
3. Troubleshoots problems and provides technical assistance and training to users.
4. Works with County departments and software providers to maintain and upgrade solutions in conjunction with current network and systems configurations. The Development Analyst keeps up with current trends in the information technology field and the software conflicts known in the marketplace.
5. Uses judgment, creativity, and sound technical knowledge to develop and recommend solutions.
6. Installs, configures, maintains, and troubleshoots end user workstation hardware, software, and peripheral devices.
7. Maintains end user accounts, permissions, and access rights. The Development Analyst may work with system wide impacts such as Active Directory and Group Policies, and Network hardware under the direction of the Network Manager and the Senior Development Analyst.

8. Adheres to confidentiality provisions/regulations including but not limited to SB583 Oregon Identity Theft Protection Act, HIPAA (Health Insurance Portability and Accountability Act), PCI DSS (Payment Card Industry Data Security Standard)-GLBA (Gramm-Leach-Bliley Act) and SOX (Sarbanes-Oxley Act).
9. Provides customer service to meet user needs and aid departments in assessing needs and solutions.
10. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory duties.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Incumbents must possess considerable knowledge of networks; computer operations and applications; application configuration and/or some application defined scripting; and ability to understand departmental requirements as necessary to develop effective information processing applications and systems analysis; knowledge of business unit needs and systems to design software solutions and/or enhancements; knowledge of organizational practices and priorities; ability to analyze and assess the technological needs of County departments, and ability to communicate clearly and concisely both verbally and in writing.

EDUCATION AND EXPERIENCE

A Bachelor's degree in data processing, network administration, computer science or related field; and two (2) years of progressively responsible network, computer operation and applications, systems experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above-described duties.

JOB IMPACT

Problems encountered generally revolve around network systems development errors that could impact the services provided by the user department(s). Those services include all County services. Where Development Analyst duties integrate with networks and system wide applications, errors could impact the County by creating financial loss, generating the need for extra work time and/or public embarrassment.

JOB CONTACTS

This position requires frequent contacts with other County departments and outside vendors to collaborate in the development and/or implementation of computerized applications and/or systems. This position also occasionally works with state and federal regulatory agencies to ensure compliance with rules and regulations or to provide requested data.

LANGUAGE SKILLS

Ability to communicate effectively both verbally and in writing; successfully convey technical information to users; and establish and maintain effective working relationships with other employees and County departments.

MATHEMATICAL SKILLS

Ability to work with concepts such as probability and statistical inference, as well as fractions, percentages, ratios, and proportions in practical situations.

REASONING ABILITIES

Ability to effectively analyze, schedule and execute tasks to resolve computer and/or user errors.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of, or ability to obtain, a valid Oregon State Drivers' License; safe driving record.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing/physical examination and a background investigation, including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification. Must pass and maintain Criminal Justice Information Systems (CJIS) security clearance.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed in an office setting. Employees are required to perform considerable work on computer terminals and are occasionally required to lift/carry boxes of paper and/or

computer equipment. The noise level in the work environment is usually moderate. The position is on a rotating on-call list for response to infrequent computer/network malfunctions. The position is often impacted by deadlines, extreme accuracy requirements and changes in priorities of multiple tasks.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - ½ hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about Work Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending Forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop Position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing Stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - Hands and Knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Strength	# of pounds = 40 lbs			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving Carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry Items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity / Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Rapid Mental/Hand/Eye Coordination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of Motor Vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Speech, Vision and Hearing

<input checked="" type="checkbox"/>	Distinguish Colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Distinguish Shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Depth Perception	Describe: Normal to operate computer
<input checked="" type="checkbox"/>	Ability to Hear	Normal Speech Level: Yes
<input type="checkbox"/>	Other Spec. Hearing Required	Describe:

Exposure - Environmental Factors

<input checked="" type="checkbox"/>	Heat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area / Slippery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ladder / Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>