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People come First!

Exciting Opportunity at the California Department of Social Services…

CDSS
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

Staff Programmer Analyst (Specialist)

Salary Range $ 5,065 - $ 6,466
Full Time - Permanent

EMPLOYMENT OPPORTUNITY

We are seeking a highly motivated individual who enjoys working on complex system solutions to join the Information Systems Division, Welfare to Work Support Bureau. Under the general direction of the Senior Programmer Analyst (Supervisor), the Staff Programmer Analyst (SPA) serves as part of the highly skilled technical team, providing technical expertise in support of the Income and Eligibility Verification systems and the Welfare Intercept System. The SPA is responsible for all facets of the system development life cycle. DESIRABLE QUALIFICATIONS: Knowledge and experience with COBOL, Natural, JCL, TSO/ISPF; Excellent written, oral, and interpersonal communication skills; Ability to work as a team member and independently.

Who Should Apply: State employees with current status in the classification, persons with list eligibility in a reachable rank, with interest in a lateral transfer from an equivalent class, or reinstatement. All interested applicants must submit a resume, and a standard State Application Form STD 678, with an original signature to the contact person identified. Clearly indicate the basis of eligibility in line item number 12 (Explanation) of the STD 678 (Revised 12/01).

Final File Date: **Until Filled**

If you are interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

Contact Information: Jeff Adge
(916) 323-3763

INFORMATION SYSTEMS DIVISION
Staff Programmer Analyst (Specialist)
Duty Statement
774-1581-002

CONCEPT OF POSITION:

Under the general direction of the Bureau Chief (Senior Information Systems Analyst, Supervisor), the Staff Programmer Analyst (SPA) performs a variety complex technical tasks related to the analysis of business problems, and the design, development, testing, implementation and maintenance of computer applications in multiple computing environments (e.g., mainframe, personal computer and client server). While services are primarily provided to the Welfare to Work Division (WTWD), the SPA may also provide these services as needed to project that benefit to the CDSS enterprise.

RESPONSIBILITIES OF POSITION:

In response to requests for service, the SPA acts as the lead programmer analyst or independent technical specialist performing complex analysis and programming tasks on complex or most complex systems development and/or systems maintenance projects. Specific responsibilities include:

30% Reviews complex systems to correct malfunctions and incorporate modifications and enhancements.

20% Acts as project leader monitoring project progress ensuring satisfaction of customer requirements, adherence to established standards and providing technical assistance to data processing staff; prepares project work plans which includes schedules, estimates of time and cost and assignment of staff and project status reports, memos and gives system presentations; participates with users in determining the functional requirements for automated systems; assists in the preparation of feasibility studies by providing technical expertise and estimates in the areas of system design and state-of-the-art techniques; performs project management services in accordance with the CDSS Administrative Manual and the Statewide Information Management Manual.

15% Prepares detailed system design packages, for user and management approval, in order to properly code, test, and implement complex systems which automate the customer's business functions; and prepares programming specifications packages and procedures for complex systems.

15% Performs programming tasks of a complex nature; develops unit and system test material, conducts unit and system tests, implements systems and obtains customer acceptance.

10% Acts as liaison with internal customers, external customers and interface partners.

5% Keeps current on new analysis and programming techniques.

SUPERVISION RECEIVED:

The SPA works as a member of a project team 70% to 80% of the time and receive assignments and general instructions from the Senior Information Systems Analyst (Supervisor). Progress is monitored using weekly status reports.

ADMINISTRATIVE RESPONSIBILITY:

None.

PERSONAL CONTACTS:

The SPA has ongoing contact with staff and management from the Information Systems Division and division(s) supported by the Bureau. In addition, the SPA has ongoing contact with both staff and management from other entities within the CDSS when working on departmental projects. Finally, the SPA has contact with other state agencies, county government, federal government and private sector contract staff and management.

ACTIONS AND CONSEQUENCES:

Programs developed and implemented are in support of the customer and their program staff. Errors in programming, project management oversights, and delays in implementing processes can cause incorrect information to be provided to the customer or may result in disruption of their and the Department's operations.

OTHER INFORMATION:

Job requires operating a computer terminal 40% to 75% of the time.

In the course of their duties, the SPA will operate personal computers, personal computer software, terminal emulator software, and access multiple computing environments. The SPA may be required to work overtime as necessary to complete projects on time or to resolve problems related to critical systems.