Position Title: Specialist Applications Developer
Contract Length: 12 Months
Date: 9/29/2010
Date of Last Revision: 9/2/2013
Job Code: IT0055
Pay Grade: T13
FLSA Status: Exempt

Job Family – Information Technology

JOB SUMMARY
Conducts analysis, design, evaluation, modification, testing and implementation of enterprise-wide systems across functional areas. Provides product usability, evaluation and support to development teams, including the analysis and investigation of applications/systems, graphics, web, multimedia, voice response and conversational user interaction. Creates, evaluates and modifies prototypes to support evolving software application development. Leads internal and external clients with Internet, intranet, or extranet-based applications, multimedia applications, database interactions and data modeling tools. Works on significant and unique issues where analysis of situations or data requires an evaluation of intangibles. Exercises independent judgment in methods, techniques and evaluation criteria for obtaining results. Contacts pertain to significant matters often involving coordination among groups. May work on issues that impact design success or address future concepts, products or technologies. Often serves as a consultant to management.

Manages, develops, integrates and implements related applications components, including front-end development, server-side development and database integration. Plays a direct role in programming, maintenance, technical support, documentation and administration of the applications. Establishes and communicates standards to manage cost and ensure continuity of applications. Develops and applies software design/usability processes in the investigation of technical problems.

Use of this job family outside of centralized IT requires approval from the Chief Technology Information Officer.

MAJOR DUTIES & RESPONSIBILITIES

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<th>List most important duties first</th>
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<tr>
<td>1. Plans and directs studies of applications and prepares design proposals to reflect cost, time and alternative actions. Develops test plans and protocols for evaluation of system performance. Develops design documents, test plans and documents results. Conducts analysis of systems specifications and uses analysis/diagramming tools to represent business/technical processes. Develops conversion and system implementation plans. Prepares and obtains approval of system and programming documentation. Recommends changes in development, maintenance and system standards. Coordinates system upgrade activity. Trains user personnel in the conversion and implementation of the system.</td>
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<td>2. Develops, analyzes and maintains tools that support and automate processes for software product releases. Works with project teams to determine an appropriate build process and schedule and then initiates the build and packaging process. Manages source code control. Ensures software registry and delivery.</td>
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<td>3. Provides technical leadership in developing web service applications and analyzing business requirements for intranet and external Internet related systems. Builds applications using Internet and Windows Development tools. Develops web page infrastructure and applications related to pages with more advanced graphics and features. Assures web server and site technical performance.</td>
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<td>4. Develops, assesses and communicates website usage and security policies and standards. Provides technical assistance to site administrators. May assist in the planning of overall company strategy involving Internet usage. May make hardware and/or software purchasing recommendations or decisions regarding web development. May perform overall administration of sites at a company-wide level.</td>
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<td>5. May develop user profiles, with emphasis on human error control, display issues, visual interaction, physical manipulation, and task and objective analyses. May assist in developing design concept and implementation, providing</td>
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**EDUCATION**
Bachelor’s Degree or equivalent, relevant work experience of four years in addition to the minimum experience requirement of 12 years. Master’s Degree preferred.

**WORK EXPERIENCE**
12+ years
Needs to be fully versed on how to use code generation technologies, enterprise application integration, service oriented architecture, ETL tools (extract, transform, load) and application infrastructure technologies. Experience leading and working with staff to develop skills and technical certifications.

**TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION**
As an expert in the field, uses professional concepts in developing resolution to critical issues and broad design matters. Remains current in primary certifications. Has typically completed basic certification in 2-3 related fields. Requires highly advanced knowledge of commercial Internet/web tools and protocols. Over time, works from learning one technology/language/application (e.g., SAP, Chancery, PeopleSoft, C++, Java, XML, HTML, SPSS, VB, SQL, Access, ASP) method, and approach to being fully versed on all including emerging technologies, methods, and design considerations. Expert software engineering and system engineering skills acquired. Expert business system analysis skills.

**LEADERSHIP/SUPERVISORY RESPONSIBILITIES**
Work Leadership. Regularly provides project management or team leadership to a group of employees, but does not have formal supervisory responsibility. Leading and directing typically involved monitoring work and providing guidance on escalated issues. Most of work time is spent performing many of the same duties they are leading. Exercises wide latitude in determining objectives and approaches to critical assignments. Specialist level positions are expected to provide work guidance, project management, technical advice, training, and mentoring to other employees. These positions are expected to share information with less senior positions and develop them to higher level positions.

**WORK COMPLEXITY/INDEPENDENT JUDGMENT**
Work is non-standardized and widely varied, involving many complex and significant variables including significant time spent planning, evaluating complex solutions and issues, and negotiating outcomes. Strong analytic ability and inductive thinking are frequently required to devise new approaches to situations where previously accepted solutions have proven inadequate. Position regularly makes recommendations to management on areas of significance to the division. Supervision received typically consists of providing periodic coaching, advice and feedback.

**BUDGET AUTHORITY**
Specifies requirements for a plan and/or budget.

**PROBLEM SOLVING**
Greater latitude and discretion is warranted in making decisions, which affect major areas of HISD and possibly the organization's public image. The job is constantly expected to apply creative solutions to complex problems and develop new ideas and concepts. Reviews and approves decisions and/or recommendations that may have a significant impact on the entire organization.

**IMPACT OF DECISIONS**
Decisions have considerable impact to multiple divisions or the organization causing risks or improvements to relationships, significant efficiencies or delays in operations, and/or significant financial gains or expenses. Errors are serious and difficult to discover, normally involve decisions not subject to detailed review and will result in excessive costs and/or significant project delays.

**COMMUNICATION/INTERACTIONS**
Negotiate and influence – interprets department strategies and services, resolves conflicts, influences outcomes on matters of significance for the division, conducts final negotiations and coordinates approvals/decision making below the executive level. Interactions are typically with customers, senior level professional staff, and managers.

**CUSTOMER RELATIONSHIPS**
Leads others in the resolution of highly sensitive and confidential issues on behalf of the department. Acts as a trusted advisor, and becomes involved in the customer's decision making process including presenting alternatives and information and applying persuasion and negotiation skills in the resolution of problems. Monitors customer service standards.

**WORKING/ENVIRONMENTAL CONDITIONS**
Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or
unpleasant elements. Repetitive motion: Substantial movements of the wrists, hands, fingers, and/or upper body for sustained periods of time, including using extremities to drag, push, pull or grasp. Sitting: Particularly for sustained periods of time. Work is normally set to specified shifts. This position is expected to be goal and customer service focused. During times of emergencies, outages and project planned work; employees are expected to be on call and available until the event is addressed. During system conversions, extra effort may be required in order to ensure the roll out of the system is successful.