	Class Title: Applications Systems Analyst/Programming Supervisor		Class Code: 006BB3
STATE OF INDIANA CLASSIFICATION SPECIFICATION	**FLSA Status:** Exempt	**Salary Schedule:** RDS	**Effective Date:** 3-18-13
	Summary: Incumbent works in an agency information technology division and is responsible for application systems analysis and programming activities for a major project, several smaller projects or a small department. The Applications Systems Analysis and Programming Supervisor typically reports to the Applications Systems Analysis and Programming Manager or higher level staff.		

Duties:
- Directs information technology staff, resources and projects;
- Prepares performance reports and evaluates work;
- Confers with and advises subordinates on administrative policies and procedures, technical problems, priorities and methods;
- Participates in the development and implementation of information technology budgets for the project or unit;
- Plans and directs the acquisition and use of information technology products, services and resources to meet the project or departmental goal;
- Develops and promulgates information technology policy and procedures;
- Assigns personnel to projects and directs activities;
- Monitors completed systems and visits users to ensure that established procedures are properly followed;
- Prepares activity and progress reports regarding the activities of the applications systems and programming project or unit;
- Consults with management and staff within Information Services to ascertain technology needs;
- Provides technical leadership on complex projects;
- May be responsible for quality assurance;
- Projects software and hardware requirements for the application software;
- Confers with users to define organization's application software needs, establish priorities and monitor progress;
- Confers with department management to assist in planning, organizing and controlling activities for highly specialized technical areas;
- Performs related duties as required.

Job Requirements:
- Broad knowledge of policies, standards, procedures and techniques used for application development;
- Broad knowledge of application development software tools and application development software languages;
- Broad knowledge of both system and business applications and competent to work at the highest technical level and/or specialized area;
- Broad knowledge of system design including knowledge of logic, management principles and new system design techniques;
- Broad knowledge of Information Technology;
- Ability to supervise and manage diverse human resources;
- Ability to train, supervise, guide and coordinate the work of others;
- Effectively communicate both orally and in writing;
- Ability to perform effective project management;
- Ability to read and understand technical manuals.

http://www.in.gov/spd/files/job_titles.pdf

Difficulty of Work:
Work involves consideration of numerous complex components to establish and achieve goals for the section. Incumbent is required to exercise a great deal of technical judgment in development of the methodology and directing activities for the attainment of project or unit's objectives. Incumbent is also required to exercise a great deal of administrative judgment by managing the available personnel and equipment resources to meet the application software demands. Incumbent may receive agency policy guidelines from higher-level management. Work involves making critical technology decisions that affect the project or unit organization's effectiveness. Incumbent applies general management principles and industry standards to accomplish unit or project automation goals.

Responsibility:
Incumbent plans section goals and objectives based on guidelines from higher-level management and is accountable for quality of work performed within section. Many of the incumbent's management decisions are not reviewed. Work has a significant impact upon the total data processing effort in the state. Effectiveness is measured by final outcomes.

Personal Work Relationships:
Incumbent works with supervisor, agency personnel and division directors to develop procedures and application software. Incumbent establishes coordination in order to monitor agency progress and is involved in cooperative problem solving and interprets problems to achieve improvements and/or corrections in sensitive areas.

http://www.in.gov/spd/files/job_titles.pdf