

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Application Systems Analyst and Programming Manager		Class Code: 00EAK6
	FLSA Status: Exempt	Salary Schedule: RDS	Effective Date: 3-19-2013
	Summary: Incumbent works in an agency information technology division and is responsible for application systems analysis and programming activities for a group or section. The Applications Systems Analysis and Programming Manager typically reports to the Information Technology Director or higher-level staff.		

Duties:

- Defines software and IT infrastructure requirements for the application software;
- Effectively uses resources to develop solutions;
- Directs the development and implementation of information technology budgets, and/or related cost recovery methods;
- Directs the creation of feasibility studies and time and cost estimates;
- Manages the establishment of new or revised application systems and programs;
- Establishes the major milestones and objectives for assigned projects and staff;
- Consults with personnel and management in other information systems sections to coordinate activities and ascertain technology needs;
- Prepares activity and progress reports regarding the activities of the applications systems and programming section;
- Plans and directs the acquisition and use of information technology products, services and resources to meet the agency mission, goals and objectives;
- Develop and promulgate information technology policy and procedures;
- Directs information technology staff, resources, projects and plans;
- Prepares performance reports and evaluates work;
- Assign personnel to projects and direct activities;
- Confers with and advises subordinates on administrative policies and procedures, technical problems, priorities, and methods;
- 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 Information Technology;
- Broad knowledge of current and emerging information technologies;
- Broad knowledge of system design, including knowledge of logic, management principles and new system design techniques;
- Ability to supervise and manage diverse human resources;
- Ability to read and understand technical manuals;
- Ability to perform effective project management;
- Effectively communicate both orally and in writing.

Difficulty of Work:

Incumbent directs the activities of a state-of-the-art Information Technology area. Work involves making critical technology decisions that affect the entire organization's effectiveness. Incumbent applies general management principals and industry standards to accomplish agency automation goals.

Responsibility:

Incumbent makes many individual judgments in achieving general agency goals. Decisions made at this level have a direct impact on agency's budget and ability to perform its mission. Work is not reviewed on an ongoing basis. Effectiveness is measured by final outcomes.

Personal Work Relationships:

Contacts are with other agency management, other IT managers, the management staff of other state agencies, contractors and various vendor representatives. Work is non-routine and often for the purpose to solve problems or discuss projects. Incumbent interfaces with subordinate supervisors while assigning and overseeing work projects.