



PERSONNEL COMMISSION

Class Code: 5074
Salary Range: 49 (M2)

SUPERVISING SOFTWARE APPLICATIONS ENGINEER, RESEARCH, PLANNING & EVALUATION

JOB SUMMARY

Under administrative direction, perform the work of, and manage professional staff involved in providing technical expertise in the conceptualization, design, development and deployment of a variety of complex software applications used in online data collection and reporting; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Design, implement, administer and maintain complex secure relational databases, and supervise staff involved in performing similar technical activities. **E**
- Direct and control activities for reorganization of databases and back-up recovery. **E**
- Oversee preparation of and prepare technical reports, summaries, protocols and quantitative analyses related to software development and applications; present findings to management, technical and non-technical users and customers. **E**
- Design, implement, deploy, monitor and supervise projects involving database programming and analysis using web tools to create interfaces. **E**
- Provide scientific and technical support of complex database software and web development initiatives including assessment, integration and data conversion; provide oversight and consultative services to subordinate staff involved in similar activities. **E**
- Develop advanced data mining tools and interface with existing online applications. **E**
- Recommend and develop processes and procedures for software documentation, ongoing maintenance, upgrading and administration of databases, servers and other hardware and software systems; present recommendations to management. **E**
- Review and analyze information technology systems capacity for existing software and hardware requirements and make recommendations for future needs. **E**
- Oversee, set-up and maintain databases on complex, large-scale projects; consult on reported software problems and assure database performance resolves problems. **E**
- Create, maintain and improve systems to monitor website users and analyze a variety of data such as number of user visits, paths utilized, time spent on each site;

evaluate user trends; recommend and implement modifications to provide ongoing improvement of data collection/reporting websites. *E*

- Update and confer with department management status of projects and programs; inform department leadership of the need for additional materials and equipment. *E*
- Oversee the daily activities of department software engineering staff; assign and monitor projects; status progress and problems, reporting updates to department management. *E*
- Recommend and prepare District policy as it relates to information access. *E*
- Provide technical training and assistance to assigned department staff; conduct training in data access, input and interpretation. *E*
- Train, supervise and evaluate the performance of assigned technical and support staff; interview and recommend selection of employees; recommend transfers, reassignment, termination and disciplinary actions. *E*
- Attend a variety of meetings, conferences and workshops to maintain current knowledge of and assist in the development and implementation of complex web based software development applications and related matters. *E*
- Assess new industry standards, technologies and trends and formulate strategies for enhancing district sites by promoting uniform fonts, formatting, icons, images, layout techniques and modularization. *E*

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Supervising Software Applications Engineer, Research, Planning & Evaluation, provides overall leadership and is the advanced technical level classification in a professional series of web application development engineers. Incumbents in this class provide supervision to professional technical staff and hands-on support in the design, development, implementation and upgrading of software applications for the more advanced and complex computer database programming functions, while overseeing related quality control efforts. An incumbent in this class is expected to exercise significant independence and discretion to perform the more intricate multiple computer database programming functions, including data manipulation and conversion. In addition to the technical aspects of the position, incumbents focus on leadership and training of professional technical staff. Incumbents are expected to foster a culture of responsiveness to client needs.

EMPLOYMENT STANDARDS

Knowledge of:

SQL, ASP.Net, C/C+, C++ programming languages, HTML, JavaScript, Visual Basic,

VB Script, Active Server Page and related software.
FTP-HTTP concepts and technologies.
Database indexes, primary and foreign keys, validation and logic flow.
User interface issues, navigation and computer software architecture.
Troubleshooting strategies for PC platforms and various Internet browsers and versions
Accepted design concepts, graphical user interfaces and W3C standards.
Entity/Relationship diagram technique for data modeling.
Relational database design and implementation, database query design, interface design, web-multimedia design.
Principles and practices of supervision and training.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Write stored procedures, write complex queries, create and apply sequential query language and database triggers.
Perform complex and routine unit integration and load test code or application to meet quality assurance standards.
Apply version control for written code.
Update application models or entity relationship diagrams and apply object-oriented programming.
Develop complex code in a clean and consistent manner while providing proper supporting documentation.
Understand and apply the principles of the software development life cycle, follow the methodology of iterative development and be skilled in writing technical application documentation or prepare outline help facilities.
Validate use cases, prepare functional requirements and recommend application system security models.
Create and use forms for data collection.
Learn and transition to new technologies quickly and easily.
Apply varied web programming languages and technologies.
Conduct training programs for users and department staff on web-based applications, concepts and techniques.
Train and evaluate the performance of assigned staff.
Analyze situations accurately and adopt an effective course of action.
Identify and analyze customer business requirements in order to write system technical requirements.
Analyze, interpret, evaluate and summarize complex data to produce reports.
Adapt to changing priorities and work assignments.
Work on multiple projects simultaneously.
Work independently with little direction.
Communicate effectively with technical and non-technical users, both orally and in writing.

Provide excellent customer service to District personnel.
Work within a team environment, following and maintaining the specifications, guidelines and standards set by the department.

Education and Training:

Bachelors degree in computer science, engineering or a related field.

Experience:

Two years of experience with relational databases, primarily using SQL or Oracle, including experience in software development, web applications, or online applications and including one year supervising technical staff involved in web software applications development.

A Master's degree in one of the above fields may substitute for one year of the required experience.

OR

One year in satisfactory employment standing as a LBUSD Senior Software Applications Engineer will fulfill the Education, Training and Experience requirement.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

WORKING ENVIRONMENT

Office environment.
Constant interruptions.
Extended viewing of a computer monitor.

PHYSICAL DEMANDS

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 7/15/2004