SUPERIOR COURT OF CALIFORNIA
COUNTY OF MERCED

JOB ANNOUNCEMENT
#15 -7

Programming and Database Analyst
Open Recruitment

Filing Deadline: **June 1, 2015 4:30pm Actual Receipt** **Annual Salary Range:** **$83,387.20 - $101,337.60**

DEFINITION:
The Programming and Database Analyst builds, maintains, analyzes and performs administration of databases to implement automated systems necessary for the effective and efficient operation of the Merced Superior Court; develops and programs custom software applications; creates wand write custom reports mining various data sources within the Court's case management systems and other automated systems; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:
The Programming and Database Analyst must be strong in analytical qualities; oral and written communication skills; technical aptitude as it relates to computer technology; initiative and imagination; and capable of accomplishing job assignments.

The Programming and Database Analyst is an experienced confidential level position.

ESSENTIAL FUNCTIONS
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required and assigned.

1. Designs, develops, codes, tests, debugs and modifies programs using various programming languages, data access methods, file utilities, report generators, queries, and other design development tools (e.g. SQL, ASP, .NET, Java, PHP, JavaScript, etc.)

2. Writes and codes logical and physical database descriptions and specifies identifiers of database to management system or directs others in coding descriptions

3. Specifies users and access levels for each segment of database

4. Reviews project requests describing database user needs to estimate time and cost required to accomplish projects

5. Using various programming foundations (e.g. SQL) and data mining techniques, queries various small and large system databases for specific information and reporting

6. Designs and maintains internet and intranet based websites using various software components and programming languages (e.g. HTML, PHP, Java, etc.)

7. Web-enables applications and participates in design, consolidation and application-delivery improvements

8. Assists case management system operational team and case management system vendors with application troubleshooting and integration with court systems

9. Assists with helpdesk duties; assists court staff and justice partners with technical support on all software applications and hardware resources

10. Assist with design, creation, and ongoing maintenance of various form/templates (e.g. Microsoft Word, Adobe PDF, etc.)

11. Maintains existing macros and modifies as necessary; makes an effort to convert macros to alternate methods of form automation

12. Administers, maintains the condition of and performs maintenance on databases residing on various Microsoft SQL servers

13. Administers IIS (Internet Information Services) on various servers supporting both custom and non-custom programs developed internally or purchased

14. Provides end-user training for various software applications and technology

15. Generates, maintains and reports court statistical information from case management systems

16. Generates, maintains and reports information needed from various systems for internal and justice partner purposes

17. Acts as the Court's liaison with state and local agencies, partners, divisions, law firms, and other interested parties in the implementation and utilization of automated systems

18. Acts as the Court's liaison with data interfaces, exchanges and other methods of electronic data entering/leaving court case management systems

19. Works as part of a project team to coordinate database development and determine project scope and limitations

20. Coordinates hardware/software support and other data processing activities

21. Conducts trial runs of programs and software applications to be sure they will produce the desired information and that the instructions are correct; tests programs or databases, corrects errors and makes necessary modifications

22. Works with information system vendors in the development, application and implementation of automated systems

23. Performs or directs revision, repair, or expansion of existing programs to increase operating efficiency or adapt to new requirements; performs systems analysis and programming tasks to maintain and control the use of computer systems software as a systems programmer; compiles

and writes documentation of program development and subsequent revisions, inserting comments in the coded introductions so others can understand the program

24. Reviews and analyzes work processes of operational divisions, including the courtroom, to prepare for development, application and implementation of automated systems

25. Other duties as assigned

Supervisory Duties:
None

MINIMUM QUALIFICATIONS
Necessary Employment Standards
As applicable to assigned areas of responsibility

Knowledge of:

- Various programming languages and practices (e.g. SQL, ASP, .NET, Java, PHP, JavaScript, etc.)
- Various programming and development tools (e.g. MS Visual Studio, IDE's, etc.)
- Various database management platforms (e.g. SQL, Management Studio, Toad, etc.)
- Report applications (i.e. Active Reports, Crystal Reports, and SQL Reports)
- Scripting
- Macros
- Database structure, indexing, stored procedures, functions and security
- Work order or ticket system, involving duty/task assignments and problem escalation
- Forms and templates (e.g. Microsoft Word, Adobe PDF, etc.)
- Computer applications and software
- Computer hardware and system architecture
- Printers, fax/copy machines and scanners
- Basic computing and networking concepts facilitating application functionality
- Advanced knowledge of the latest versions of desktop operating systems (e.g. Microsoft Windows)
- Advanced knowledge of the latest versions of Microsoft Office applications (e.g. Outlook, Word, Excel, PowerPoint, OneNote, etc.)
- Basic knowledge of Active Directory Group Policy, security groups and capabilities within to support a scalable enterprise environment with various and disparate applications
- Telephone etiquette and principles of customer service
- Well versed in the English language and the fundamental principles of spelling, grammar, and punctuation

Skill/Ability to:

- Maintain regular and consistent work hours
- Oral Expression: the ability to communicate information and ideas in speaking so others will understand
- Oral Comprehension: the ability to listen and to understand information and ideas presented through spoken words and sentences
- Written Expression: the ability to communicate information and ideas in writing wo others will understand

- Work well independently and as a member of a team
- Prepare clear and concise written procedures and documentation
- Observe email etiquette
- Learn and perform new tasks and assignments as required
- Adapt to changing conditions in a positive manner
- Remain flexible while working in a high pressure environment that requires planning, organizing, prioritizing, and completing work rapidly and accurately in spite of frequent interruptions
- Simultaneously work on multiple tasks and meet procedural and established dealings
- Be flexible in work schedule and assignments
- Demonstrate a willingness to learn new technologies
- Research and utilize educational resources in order to expand knowledge base
- Assist in planning for technological system for the short, mid and long term
- Effectively represent the department in situations requiring tact, diplomacy, and poise
- Remain calm and proactive in the face of system downtime or malfunction
- Processing information: Compiling, categorizing, calculating, tabulating, auditing, or verifying information or data
- Provide quality customer service, and establish and maintain effective working relationships with justice partners, court staff, member of the public, and others encountered in the course of work
- Prepare and maintain project reports
- Maintain confidential information in accordance with legal standards and/or other regulations including labor and employment bargaining information.

EDUCATION AND EXPERIENCE REQUIRED

Education:

- Graduation from an accredited college or university with a Bachelor's Degree in Business, Computer Science, Engineering, Information Systems or a related field.

Experience:

- Two (2) years of full-time paid work experience equivalent to that gained as an application/software developer, database administrator or programming experience applicable to the Court's applications.

Full-time work experience involving software development, programming and/or database administration related work may be substituted for the required education on a year-to-year basis.

License, Certification and/or Special Requirements:

- A valid class C California driver's license may be required. The requirement will be reviewed on a position basis in accordance with ADA regulations.

ESSENTIAL PHYSICAL AND MENTAL DEMANDS

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data; includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data, and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Physical Ability:

- Strength, dexterity, coordination, and vision to use a keyboard, computer monitor, and other office equipment on a daily basis and for extended periods of time
- Fine finger manipulations, dexterity, and coordination to handle files and single pieces of paper
- Forceful and repetitive gripping, grasping, and pinching
- Occasional lifting and carrying of objects weighing up to 50 lbs. such as printers, monitors, and other materials
- Frequent reaching for items on shelves, above, at, and below desk/shoulder level
- Exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or negligible amount of force constantly to move, torque, twist, push, and pull objects
- Frequently sit for extended periods; frequently stand for extended periods; and frequently walk, move, bend, stoop, lift, and stretch
- Able to move to different locations such as, but not limited to: courtrooms, clerk's office, various departments, other court facilities, and desk assignments based on the operational needs of the Court
- Able to traverse inside and outside over uneven ground and pavement
- Perform repetitive writing, typing, copying
- Employees are regularly required to verbally communicate both in person and by telephone
- Corrected hearing and vision to normal range

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions; office and courtroom environment in buildings with varying degrees of heat and cold air; interaction with court divisions requires travel indoors and outside over uneven ground and pavement and in all types of weather; high noise level, at times; some travel required using personal vehicle with mileage reimbursement per Court policy.

APPLICATION AND SELECTION PROCESS

Applications may be obtained from and submitted to:
Merced Superior Court
Human Resources
627 W. 21st St., Room 20
Merced, CA 95340
(209) 725-4103

Or visit our website at www.mercedcourt.org

All applications for employment must be made on an official application form and must be filed with Human Resources on or prior to the closing date and time for receipt of applications. Postmarked and faxed applications will not be accepted. A resume may be included with the application as supplemental information, but will not be accepted in lieu of an official application. All information on the application must be completed – "see resume or see attached" is not acceptable. Applications must be legible, signed and complete (including copies of licenses, certificates, transcripts, Supplemental Questionnaire, etc. if required). All information is subject to investigation and verification.

The selection process is subject to change. Applications will be accepted on a continuous basis until a sufficient number are received at which time the recruitment will be closed or the filing deadline has occurred. In order to insure proper evaluation of employment qualifications, it is suggested that applicants read the directions carefully and fill out the application COMPLETELY. Those applicants meeting the minimum qualifications and possessing the most relevant experience as shown on the application may be invited for an interview. The screening of applications will be done by Human Resources who will determine the most qualified to be referred for interviews.

If you require accommodations in the application or interview process, contact Human Resources at the number listed above before the deadline posted on the job announcement.

Merced Superior Court is an Equal Opportunity Employer.
Posted 05/15/15

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GENERAL INFORMATION

Conditions of Employment
Successful completion of fingerprinting and a criminal record background check is required prior to appointment and is a condition of employment.

All employees of the court who operate a vehicle on court business must certify they possess a valid California Driver's License and required levels of automobile insurance. A Department of Motor Vehicles search will be done and employee must have an acceptable driving record in order to operate a vehicle on court business.

Convictions
Felony and misdemeanor convictions MAY BE disqualifying for employment with the court.

Drug Free Workplace Policy
The use of illicit drugs and alcohol is not permitted in the workplace. Employees who violate this policy are subject to disciplinary procedures which include termination.

Employment Eligibility
In accordance with the Immigration Reform and Control Act of 1986, all persons hired after November 6, 1986, are required to present to the Court, at the time of appointment, original documents which show satisfactory proof of: 1) identity and 2) U.S. Citizenship or a legal right to work permanently in the United States.

Introductory Period
Individuals accepting regular appointments must successfully complete an introductory period.

Union Representative
Merced County Trial Court Employees (MCTCE), Local 1, is the negotiating agent for some Merced Court job classifications. As of 2/6/06, MCTCE Local 1 is an Agency Shop. Management, Supervisory and Confidential positions are not represented.

Benefits Include (for Regular Status employees only, prorated for variable shift part time employees):

Vacation:

10 days paid vacation each year for the first 5 years of employment
15 days accrual during the second 5 years
20 days accrual after 10 years
25 days accrual after 20 years

Sick Leave:

Unlimited sick leave accumulation

Holidays:

14 paid holidays

(Accrual is based on work hours. 5 years = 10,400 regular scheduled work hours; 10 years = 20,800 regular scheduled work hours; 20 years = 41,600; 25 years = 52,000 regular scheduled work hours.)

Employee Assistance Program:

6 free visits per incident per year. Available to qualifying dependents.

Health Insurance:

Major group medical, dental and vision currently paid for by the Court for the employee and medical, dental and vision care for eligible dependents with 50% of the premium paid by the Court.

Life Insurance:

Represented employees - $10,000 with premium paid by Court.

Management employees - $5,000 with premium paid by Court PLUS additional life insurance provided by Court ($30,000 to $80,000 depending on position).

Retirement:

Court employees are covered by the Merced County Employees' Retirement Association (MCERA), a Defined Benefit Retirement System governed by the County Employees' Retirement Act of 1937.

Recruitment Reviews

Applicants who are not court employees and contend that the Court has misapplied, misinterpreted, or violated the recruitment policies may file a written notice with Human Resources for reconsideration of his or her qualifications within ten (10) days of the date the non-qualification notice was mailed, and a reply will be mailed to the applicant. Human Resources' decision shall be final.

If an employee contends that the Court has misapplied, misinterpreted, or violated the recruitment policies, notification must be filed with the Court Executive Officer, whose decision will be final. Any such request must be filed within ten (10) days of the date on which notification of non-qualification was received by the employee. If notice is provided by mail, the notice shall be deemed to have been received five days after the date of mailing. In accordance with the Memorandum of Understanding, recruitment and selection issues are excluded from the grievance procedure.

The above information is a general summary of benefits for this position. This information is not legally binding, nor does it serve as a contract.