



State of Oregon Position Description

Company: Oregon Department of Education
Organization: Office of Information Technology | Systems Modernization - ODE
Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Information Systems Specialist 7	Job Profile ID:	1487
Business Title:	Application Developer (Unfilled)	Position ID:	000000178761
Employee Name:		Company ID:	58100
Representation:	OAS	Budget Auth No:	1442706
Location:	Salem ODE Public Service Building		
Supervisor:	Smriti Zutshi (Information Technology Application Development Manager 2)		
Position:			
Time Type:	Full Time		
FLSA:	Exempt		
Exempt Reason:	Computer Employee Exemption		
Overtime Eligible:	No		
Employee Type:	Permanent		

SECTION 2. JOB DESCRIPTION SUMMARY

Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

The Oregon Department of Education (ODE) oversees the education of students in Oregon's public K-12 education system. ODE encompasses early learning, public preschool programs, the state School for the Deaf, regional programs for children with disabilities, and education programs in Oregon youth corrections facilities. While ODE isn't in the classroom directly providing services, the agency (along with the State Board) focuses on helping districts achieve both local and statewide goals and priorities through strategies such as: developing policies and standards, providing accurate and timely data to inform instruction, training teachers on how to use data effectively, effectively administering numerous state and federal grants; sharing and helping districts implement best practices. At the Oregon Department of Education, we are guided by the following values: integrity, accountability, excellence, and equity.

This position is in the Office of Information Technology (OIT). OIT provides timely and reliable information technology services and contributes to an infrastructure that allows ODE staff to focus on the core mission of leadership, accountability, and school improvement. OIT consists of several units that collectively cover a full range of agency technology services and provide information technology and project management support to internal and external customers, ensuring that technology solutions are

developed, enhanced, and managed, and the technology infrastructure is maintained in a reliable and secure manner.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

Maintain and evolve the enterprise data/application resources for the Department of Education, specifically in support of the State School Fund system modernization. The State School Fund (SSF) system is a critical system that impacts 197 school districts and 19 Education Service Districts (ESD)s and more than 130 public charter schools, in turn, either directly, or indirectly, affecting approximately 552,000 Oregon students in grades K-12. This position will be a critical application developer for the SSF modernization project tasked with designing, developing, and maintaining user interfaces; implementing UI components using specific technologies; coding and debugging computer programs necessary to capture, summarize, and report statistical data relative to state school fund and department programs; and more.

SECTION 3. JOB DESCRIPTION

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "essential" (E) or "Non-Essential" (NE) function.

45% - N E - Construction, Operations, Programming, and Communication

- Analyze, report on, and incorporate new tools and technologies to support the SSF Modernization project.
- Program using defined detailed systems and application requirements, providing a system of flexibility for legislative changes to funding calculations.
- Use system requirements for the creation of system design which may include incorporating new development tools and technology.
- Design, develop, and maintain user interfaces for .NET applications (desktop, web, or hybrid).
- Implement UI components using technologies such as WPF, WinForms, MAUI, Blazor, or ASP.NET MVC. Ensure UI consistency through reusable components and style guides.
- Apply UX best practices to improve usability, accessibility, and user satisfaction.
- Perform diagnosis and correction of application/data errors.
- Write clean, maintainable, and testable UI code using C#, XAML, HTML, CSS, and JavaScript (as applicable).
- Translate wireframes, mockups, and prototypes into functional, high-quality UI components. Optimize UI performance, responsiveness, and cross-platform behavior.
- Assist with restoration of operations following system failures.
- Implement animations, transitions, and visual feedback where appropriate.
- Develop codebase for new technology needed to support modernization of SSF systems.
- Modify existing application procedures using ODE standards and methodologies.
- Facilitate and promote consistent representation of ODE data, data integration and integrity throughout the ODE systems.
- Monitor and enforce data and data security standards and protocols.
- Follow rollout processes to ensure successful code deployment.
- Collaborate with backend developers to integrate APIs and services.

40% - N E - Strategic Planning, System Design, and Data/Database Management:

- Participates in planning, discussions, and making recommendations for both short- and long-term goals.
- Build, test, and implement SSF system.
- Ensures long term sustainability through development design.
- Assures workgroup compliance with department standards.
- Assists Director and Lead with setting standards for new development tools and technology.
- Contribute to code reviews and technical design discussions.
- Ensure compliance with accessibility standards throughout development of SSF project and follow the rollout processes to ensure successful code deployments.
- Prepare detailed system and program technical specifications.
- Ensure system design incorporates business rules that transform, and report expected funding distributions.
- Validate data output integrity across all systems and reporting technologies.
- Define detailed systems required for providing a system of flexibility for legislative changes to funding calculations and ensuring system meets requirements.
- Provides cross-section communication between network, application development and database and enterprise teams.

- Support localization and theming requirements.
- Collaborate with technical and functional architects.
- Support deployments and post-release maintenance.
- Write clean, efficient, and well-documented code.
- Documents changes, standards, upgrades to databases and integration processes for new and existing technology.
- Problem solves performance, failures, and upgrade issues.
- Ensures code review and testing is completed by development team.
- Ensure data integrity, security, and conformance to ODE and state standards.
- Troubleshoot, debug, and resolve application issues.
- Code and debug computer programs necessary to capture, summarize, and report statistical data relative to state school fund and department programs.
- Conduct UI testing and debugging across devices, browsers, or screen sizes and participate in user feedback reviews and iterative UI improvements.

10% - N E - Maintain technical knowledge and skills

- Attend training
- Research new technology and solutions
- Read professional journals, web-pages, books and other material
- Take initiative in personal development

Professionalism

- Analyze, plan and organize projects and priorities while managing multiple tasks
- Display strong customer service skills
- Recommend solutions

Work relations

- Develops and maintains effective work relationships that foster team building and harmony.
- Provides weekly updates to IT Leadership on status of assigned projects in the State School Fund Modernization program. Participate in SSF Program team and IT meetings as scheduled

5% - N NE - Other Duties as Assigned

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

May require occasional evening or weekend work to meet deadlines or resolve problems. At times may be required to work on call to resolve technology issues during agency's closed hours. Occasional travel to other agency sites. Workload and priorities fluctuate and can involve highly complex, sensitive, and/or political issues.

This position may be eligible for hybrid remote work, subject to manager approval, business needs, and completion of a remote work agreement in Workday. Employees must have a home workspace that meets all technology, security, and safety requirements, including protection of confidential information. Remote work requires use of agency-issued equipment, a secure internet connection, and VPN access. Staff must follow the DAS Remote Work policy, guidelines and applicable collective bargaining agreements. The official duty station is the Public Service Building in Salem, Oregon. Travel to this location may be required at the employee's expense.

SECTION 5. GUIDELINES

List any established guidelines used in the position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Oregon Revised Statutes Related to Education
 Oregon Administrative Rules Related to Education
 Criminal Justice Information Services Security Policy
 Documentation, Project Management, Application Development, and Database standards as Adopted by the Department of Education

How are these guidelines used?

ORSs and OARs specify requirements for school districts, and in turn, state procedures to ensure compliance (e.g., school improvement visits, state program evaluations). ODE and OIT Departmental standards are used when designing, maintaining, implementing, and documenting new and existing application systems.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who	How	Purpose	How Often?
Agency Staff	In Person, by mail, email or telephone	Provide Technology Services	Daily
School districts; Public; Vendors; State and Federal Agencies; Legislature	In Person, by mail, email or telephone	Provide Technology Services	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

This position exercises discretion and independent judgment in making decisions and resolving software problems. Independent action is normally required although OIT management is consulted before final action is taken on issues of major consequence. Decisions made by this position will directly affect major functions of the agency and may have serious effects on overall agency operation, efficiency and cost effectiveness of projects, data integrity, and public image.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Information Technology Application Dev Manager 2	2700009	In Person, by mail, email or telephone	Regularly	To keep the manager informed of progress and to discuss issues needing resolution
ISS8 Team Lead		In Person, by mail, email or telephone	Regularly	To keep the team lead informed of progress and to discuss issues needing resolution
IT Application Development Manager 2	2700009	In Person, by mail, email or telephone	Quarterly	Performance evaluation

SECTION 9. OVERSIGHT

What are the oversight activities for this position?

SECTION 10. ADDITIONAL POSITION RELATED INFORMATION

List any knowledge and skills needed at time of hire that are not already required in the classification specification:

- Work requires strong analytical and problem-solving skills, attention to detail and commitment to code quality. This position will work independently and as a team depending on task at hand; good communication and documentation skills, along with time management and ability to meet deadlines, is essential to complete the SSF modernization project.
- This position requires successfully passing a pre-employment background check. The pre-employment check may include a review of the following records: criminal background, DMV, licensure, and sexual misconduct. Adverse background data may be grounds for immediate disqualification, withdrawal of a conditional job offer, or termination of employment.
- This position has been designated to have authorized access to FBI CJIS or unrestricted access to a terminal that has LEDS capability, and/or to have direct responsibility to configure and maintain computer systems and networks with direct access to FBI CJIS, and/or to have direct responsibility to review, and/or be provided with a copy of a CHC print-out. This position requires access to Criminal Justice Information Systems (CJIS) and is subject to a fingerprint-based criminal background check within 30 days of hire. CJIS security awareness training must be completed within 30 days of hire or assignment and every year thereafter.

SECTION 11. BUDGET AUTHORITY

If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount	Fund Type
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SECTION 12. ORGANIZATIONAL CHART

See Organizational Chart (attach copy or view within Workday).

SECTION 13. SIGNATURES

Employee	Date
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Manager	Date
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Appointing Authority	Date
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