



STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:
4/8/2024

Agency: Oregon Youth Authority

Facility/Operational Area: Central/Business Services

New Revised

This position is (Service Type):

- Classified (C)
- Unclassified (U)
 - Executive Service (Z)
 - Supervisory
 - Non-Supervisory
- Management Service (X)
 - Mgmt Svc - Supervisory (MMS)
 - Mgmt Svc - Managerial (MMN)
 - Mgmt Svc - Confidential (MMC)

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Information Systems Specialist 8</u>	b. Classification No: <u>C1488</u>
c. Effective (Established) Date: <u>4/1/2015</u>	d. Position No: <u>1196001</u>
e. Working Title: <u>Application Developer (JJIS)</u>	f. Agency No: <u>41500</u>
g. Section Title: <u>Information Services</u>	h. Budget Auth No: <u>713230</u>
i. Employee Name: <u>Vacant</u>	j. Union Repr. Code: <input type="checkbox"/> AFSCME (ACC) <input type="checkbox"/> SEIU (OXNI) <input checked="" type="checkbox"/> SEIU (OAI)
k. Work Location (City/County): <u>Salem / Marion</u>	
l. Supervisor Name: <u>Sachin Prajapati</u>	
m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
n. FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
If Exempt: <input type="checkbox"/> Executive <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Administrative	o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
p. Eligible for PERS Police and Fire Designation per ORS 238.005 : ORS 238.005(19)(t) Employees at youth correction facilities as defined in ORS 420.005 (Definitions) whose primary job description involves the custody, control, treatment, investigation or supervision of juveniles placed in such facilities. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No OR ORS 238.005(19)(u) Employees of the Oregon Youth Authority who are classified as juvenile parole and probation officers. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

The mission of the Oregon Youth Authority (OYA) is to protect the public and reduce crime by holding youth in custody accountable and providing opportunities for reformation in safe environments. We accomplish this mission by providing or contracting for evidence-based and research-informed treatment, classroom education, vocational education, and opportunities for community engagement.

Our vision is that all youth who leave OYA go on to lead productive, crime-free lives. This vision reflects our philosophy that it is important for youth not only to remain crime-free, but also to build positive lives for themselves, their loved ones, and their communities. By becoming productive and contributing members of society, youth can help create a safer, healthier world, and give back to their communities.

The core values that guide us are integrity, professionalism, accountability, and respect. As stewards of the public trust, we display ethical and honest behavior in all that we do. We practice unwavering adherence to professional standards and perform our work competently and responsibly. We conduct our jobs in an open and inclusive manner and take responsibility for the outcomes of our performance. We treat others with fairness, dignity, and compassion, and we are responsive to their needs. These values support our culture of positive human development, which provides supportive relationships, offers meaningful participation and community connection, and sets high expectations in a safe and opportunity-rich setting where engagement, learning, and growth occur.

We oversee the care and custody of youth ages 12 through 24 who commit crimes prior to their 18th birthday. We exercise legal and physical custody of youth committed to OYA by juvenile courts, and physical custody of youth who have been sentenced in adult courts and, due to their age, are placed with OYA. To serve youth, we operate 9 close-custody facilities throughout Oregon and oversee a range of community-based probation and parole options that include residential treatment programs and certified foster care homes. In total, we are responsible for the care and custody of approximately 1,600 youth at any given time. Of those youth, approximately 600 live in close-custody facilities, with the remainder located in community-based settings.

The agency is organized into several key service areas that contribute to the success of the youth we serve. Operational service areas are Community Services, Facility Services, and Health Services. Support service areas are the Director's Office, Business Services, and Development Services. We employ approximately 950 staff and operate with a biennial budget of approximately \$405.5 million Total Funds, of which approximately \$307.4 million is General Fund.

SECTION 2. PROGRAM AND POSITION INFORMATION

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

OYA Information Services (IS) is responsible for leveraging data and technology in support of OYA's mission and is responsible for developing and managing the Juvenile Justice Information System (JJIS), an integrated statewide case management information system, in support of OYA's mission, OYA's contracted residential care provider system, and 36 county juvenile departments. The information that JJIS makes available to OYA and the State of Oregon is critical to juvenile justice policymakers and line staff. The IS Unit supports users in approximately 30 OYA facilities and field offices throughout the state.

The goals of the IS Unit are to:

1. Design and implement all information services to effectively support OYA business processes;
2. Ensure OYA staff have the right automation tools in a secure and reliable computing environment to perform their jobs efficiently and effectively;
3. Generate consistent, reliable juvenile justice data that can be used both operationally and administratively in support of data-driven youth and agency management practices, and;
4. Develop a professional information resource management workforce within the agency that is proficient in the management of data, the application of information, and the use of current technology.

The Information Services (IS) Unit consists of the office of the Chief Information Officer, Application Development, Technical Services, and Business Integration teams.

The Application Development Team is pivotal in managing the design, development, and implementation of the Juvenile Justice Information System (JJIS). The team works with OYAs, 36 county Juvenile departments, and other statewide partners to continue enhancing JJIS and provide a foundation for future capabilities. Additionally, the team maintains Oracle and Microsoft databases, a data warehouse, and reports environment.

The Technical Services Team's primary purpose is to deploy, support, and maintain the data technology infrastructure of the agency. Technical Services ensures that OYA staff have the information technology tools and infrastructure necessary to carry out the agency's mission.

The JJIS Business Integration Team (BIT) supports JJIS users and boosts JJIS data quality through training, business analysis, and responding to user help requests. The JJIS BIT also partners with JJIS

developers to update and integrate JJIS software features. Further, JJIS BIT supports the publication and dissemination of JJIS reports, helps develop and maintain OYA’s intranet and public-facing webpage, and the application of JJIS data by the Oregon Youth Authority, county juvenile departments, and approved external business partners

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:”

The primary purpose of this position is to be a System Architect for the JJIS Application Development team and provide architectural expertise in migrating OYA’s primary information system (JJIS) from its current platform to Low Code platform technology. The migration will allow JJIS to be a web-based application. This position plays a crucial role in the strategic planning of rewriting JJIS and its implementation. This position will be involved in a complex technical environment which includes developing complex software to function on multiple hardware devices (i.e., desktops, tablets, smartphones), access information from multiple databases, function on multiple web servers, and provide interfaces to other State information systems. This position will be a member of the JJIS Application Development team and have responsibilities for project management along with design, development, and implementation of JJIS as a web-based application. The System Architect supports the application development staff in the various roles and responsibilities.

SECTION 3. DESCRIPTION OF DUTIES

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services. Employees will do the following:

Perform position duties in a manner that aligns with the agency’s core values and promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations. Develop positive working relationships with agency staff and managers through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance. Contribute to a positive, respectful, and productive work atmosphere.

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.

Percentages should not be in fractions (e.g., 7.5%) and not less than 5 %.

Note: *If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.*

% of Time	N/R/NC	E/NE	DUTIES
30%	N	E	<p>Planning Analysis:</p> <ul style="list-style-type: none"> • Analyze and provide vision along with strategic planning recommendations for developing .Net architectures that meets the current JJIS business requirements. • Communicate strategic planning recommendations to all levels of the organization. • Analyze recommendations for framework changes supporting the .Net architecture. • Analyze, design, and document new software frameworks that enhance the ability of developers to create standardized web-based interfaces. • Analyze the effects external software has on the JJIS architecture. Examples of external software would be new operating systems, Web Browsers, Printers, Email, Web Services, and new Web-based technologies. • Plan and analyze .Net architecture recommendations so JJIS is capable of interfacing with multiple hardware devices like desktops, tablets, and smart phones. • Plan and analyze .Net architecture recommendations so JJIS is capable of interfacing with multiple state, county, city, and private entities.

% of Time	N/R/NC	E/NE	DUTIES
			<ul style="list-style-type: none"> • Collaborate with peers to develop .Net architecture standards, guidelines, and procedures. • Provide analysis, testing, and support for vendor upgrades to software that supports JJIS. • Provide guidance to help the JJIS Application Development team develop a new development life cycle based on .Net technology.
60%	N	E	<p>Construction</p> <p>Requirements:</p> <ul style="list-style-type: none"> • Analyze user needs and system requirements through discussions with individual users or small user groups. • Record requirements for use in future development phases. <p>Analysis:</p> <ul style="list-style-type: none"> • Perform complex analysis and translate business requirements into system requirements. • Develop detailed architecture and system specifications that fulfill the defined requirements. System specification include, but are not limited to, interface prototypes, user interaction diagrams, object models, object collaboration and responsibility definitions, database models, and glossaries. • Conduct walkthroughs with peers to review and refine architecture and system specifications. <p>Design</p> <ul style="list-style-type: none"> • Design computer software to fulfill the requirements and specifications from the above phases. Design solutions must support C#.Net architecture techniques, the JJIS .Net framework, and the JJIS relational database. • Perform software development within the low code platform technology. • Facilitate, document, and/or participate in JAD sessions. • Conduct design walkthroughs with peers, supervisors, and users to obtain agreement on the proposed design solution. • Develop diagrams to aid in understanding the object behavior and responsibilities. • Develop diagrams to aid in understand database tables to application objects. • Ensure architecture standards are being followed in the design and construction of the system. <p>Code</p> <ul style="list-style-type: none"> • Construct software that meets system specifications. Provide support to integrate industry-standard .Net architectures and development frameworks. • Develop intuitive and user-friendly interfaces. • Collaborate with peers in developing software frameworks to support developers building automated test scripts using a Test-Driven methodology. Provide support for vendor software that provides testing frameworks. • Provide expertise in developing guidelines and procedures for using version control software systems. <p>Implementation:</p> <ul style="list-style-type: none"> • Coordinate software releases with the Implementation team to ensure software has been tested, documentation is complete, and users are prepared for the new release.

% of Time	N/R/NC	E/NE	DUTIES
			<ul style="list-style-type: none"> • Provide documentation to JJIS Trainers and Technical Writers so user documentation can be maintained for new and modified software features. • Coordinate and provide guidance moving software from testing environments to production environment.
10%	N	E	<p>Customer Assistance</p> <ul style="list-style-type: none"> • Participate in Joint Application Development sessions with users refining project requirements and design. Have a willingness to lead these sessions. • Provide support to Service Desk when production issues occur. This requires diagnosing user problems and performing analysis on the best approaches to fixing application bugs and system crashes. • Provide customer assistance, training, and technical help to system users. • Other duties as assigned.
Ongoing	N	E	<p>Use the Equity Lens:</p> <ul style="list-style-type: none"> • Demonstrate commitment to understanding, identifying, and eliminating systemic barriers and processes that harm individuals and particularly marginalized people in actions and communications. • Utilize OYA's equity lens process for analyzing the impact of the design and implementation of projects, practices, and decision-making authority on under-served and marginalized people and groups of people. Upon determining who is impacted, include representatives from affected peoples in decision-making.
100%			

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.

This position works in an office environment, working at a computer terminal for extended periods of time (up to 4-6 hours) using a keyboard, mouse, and monitor. The work environment includes managing constant change with frequent multiple deadlines. Multi-tasking required.

The Information Services Unit has a team-oriented environment. Working in a team-oriented environment requires participative decision-making and cooperative interactions among staff and management. Team participation requires being prepared for all meetings, bringing issues and solutions for all the team to resolve, obtaining agreement through the use of consensus when appropriate, giving and receiving feedback, committing to support and help other team members, sharing in the leadership of the team and agreeing to buy-in and actively support decisions made by functional or problem-solving teams.

SECTION 5. GUIDELINES

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

Agency policies - OYA Policy manuals. JJIS Policy Manual. OYA SDLC manual.
 Commercial manuals
 Technical Manuals
 OYA development standards
 State and Federal guidelines – Oregon Revised Statute

b. How are these guidelines used?

Systems developed must conform to standards set forth in agency policy, state and federal law. Manuals are used to enhance technical skills.

SECTION 6. WORK CONTACTS

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

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Who Contacted	How	Purpose	How Often
Office managers and clerical support staff	Phone, in person	To clarify the businesses that JJIS must support	Occasionally
Central Office managers and staff	Phone, in person	To clarify the businesses that JJIS must support	Occasionally
Independent Consultants	Phone, in person, or written contact	To clarify the businesses that JJIS must support	Varies by assignment

SECTION 7. POSITION RELATED DECISION MAKING

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

Security - This position will design security schemes to safeguard JJIS data. It's crucial JJIS information is secure running in a web-based environment.

Software Development - This position must make design & implementation decisions that are cost-effective to the agency, meet system requirements, and move JJIS towards the long-term vision of a data-driven organization. JJIS is the primary information system for OYA and 36 county partners that needs to be operational 24/7 so it is crucial design decisions are robust and secure.

SECTION 8. REVIEW OF WORK

Who reviews the work of this position?

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Classification Title	Position Number	How	How Often	Purpose of Review
Information Technology Application Development Manager 1	Position # 0798.002	Computer code is reviewed prior to release into software. Weekly discussions at team meetings or individual meetings as needed.	Verbal and visual review of work products at project control points and upon completion. Quarterly Check-ins	Review is for timeliness, quality, judgment, resource use, and problem discussion and resolution.

SECTION 9. OVERSIGHT FUNCTIONS —THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 0

How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares and signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

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

The position requires advanced skills in .Net technology. The position requires expertise in Microsoft's Visual Studio development tools, C#, HTML/CSS, and object-oriented methodology. The position requires exposure to relational database designs. The position requires experience developing .Net architectures for medium to larger enterprise-wide applications and be open to adopting and mastering new tools, frameworks, and methodologies. The position requires experience with backend development on servers and web APIs, frontend development frameworks, unit testing, software architecture/design, and Continuous Deployment / Continuous integration pipelines.

This position requires excellent communications skills both written and oral. This position must communicate at all levels of the organization; senior or executive management levels in specific customer and public situations; and facilitation skills for customer groups at the middle to senior management level.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:
Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Operating Area	Biennial Amount (\$00000.00)	Fund Type

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name, and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority
Signature

Date