



COMMONWEALTH OF PENNSYLVANIA  
invites applications for:

## Applications Developer Administrator

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**SALARY:** \$71,218.00 - \$108,284.00 Annually  
**JOB TYPE:** Civil Service Permanent Full-Time  
**DEPARTMENT:** State Employees' Retirement System  
**LOCATION:** Dauphin County  
**OPENING DATE:** 02/08/18  
**CLOSING DATE:** 02/20/18 11:59 PM  
**JOB CODE:** 01525  
**POSITION NUMBER:** 00149906  
**UNION:** Management  
**BARGAINING UNIT:** A3  
**PAY GROUP:** ST10  
**BUREAU/DIVISION CODE:** 5010  
**BUREAU/DIVISION:** Applications Division  
**WORKSITE ADDRESS:** 30 North Third Street  
**CITY:** Harrisburg, PA  
**ZIP CODE:** 17101  
**CONTACT NAME:** Katie Mathews  
**CONTACT PHONE:** 717.237.0242  
**CONTACT EMAIL:** kmathews@pa.gov

### THE POSITION:



- **Work Hours:** 8:00 a.m. - 4:30 p.m.
- **Supervisor:** Dorothy Packer, Chief Information Officer
- **Financial Disclosure:** The individual appointed to this position will be required to disclose financial information consistent with provisions of the Public Official and Employee Ethics Act and the Governor's Code of Conduct.

**POSITION PURPOSE**

This position serves as the Applications Division Director and in that role has managerial responsibility for the planning, directing, and scheduling of computer application solution development and maintenance to support all agency business systems as well as the Internet/Intranet web content and environment and all SERS administrative web applications and databases. This also includes project management, solution testing, and quality assurance.

**DESCRIPTION OF WORK:****ESSENTIAL FUNCTIONS**

1. Manage all aspects of SERS applications
2. Manage a staff of Application Developers and IT Generalists
3. Communicate effectively with agency users, other sections of OIT, external agencies, and system interfaces
4. Adapt to fluctuating workloads and priorities
5. Advise the agency on SERIS and other agency business systems
6. Supervise all aspects of systems changes, upgrades, and new implementation
7. Utilize the agency's hardware (PC, laptop, etc.) appropriately
8. Perform the full range of supervisory functions
9. Use job-related software, applications, websites, systems, and office equipment

**RESPONSIBILITIES**

Plans, directs, schedules, and evaluates the work of technical staff in the development and maintenance of application solutions to fulfill agency business requirements that are consistent with the SERS business and IT strategic plans.

Represents the Office of Information Technology on key planning and project committees by offering technical management oversight for project management and researches and provides input, feedback, and guidance.

Consults with agency program officials in the assessment of business processes to identify inefficiencies and provide solutions for improvement.

Meets with business functional experts and users to interpret and migrate business needs into specific technology requirements.

Serves as Chairman of SERS' Production Committee, meeting regularly (at least quarterly) with user representatives to report progress, resolve issues, plan changes, etc. \*Note - this is temporarily suspended due to SERIS Modernization. However, this will resume after the new system is implemented.

Monitor solution testing, integration testing, and acceptance testing to ensure compliance with testing procedures and standards.

Assign, monitor, and ensure completion of any and all application work associated with upgrades to the hardware, operating software, or application software platform. Possible upgrades include upgraded Linux operating system, versions of Windows, and versions of the Oracle database.

Review tentative legislative changes upon request to determine impact on current applications and prepare reports.

Serves as the backup to the CIO for the Disaster Recovery Plan.

Interface with external entities to include independent reporting agencies, other commonwealth agencies, central commonwealth organizations, etc., for the purposes of resolving issues, planning upgrades, etc.

Assists business units in development of Request for Quote (RFQ), Request for Proposal (RFP) and Request for Information (RFI) documents and selection criteria.

Upon request perform any contract work, which may be required of this position. This could include the preparation of Request for Proposal, Contracts for Software and/or Consulting Services, etc.

Establishes initial make, lease or buy recommendations for application development capabilities.

Manages application development and changes into the production environment with the user community and the OIT support staff.

Prioritizes and plans enhancements and fixes.

Ensure compliance with standards and procedures, developing new or revising old to ensure that latest standards are documented.

Coordinate all development and maintenance activity with the OIT Database Administration and Technical Support sections to include notification of plans for special processing, introduction of new/changed programs, etc.

Confer with the OIT Database Administration section to determine space requirements for future growth and assist in the required planning effort to support findings.

Manages business unit and OIT relationship - customer service.

Oversees and partners with vendors as required and needed.

Reports project progress and issues to oversight committee.

Plan, organize, and assign work to staff to ensure implementation of work plans and to make sure deadlines are met. This includes regular review and updating of subordinate position descriptions.

Monitor, evaluate, and provide feedback on performance. This includes conveying and referencing performance standards, coaching and counseling staff, conducting progress reviews, and completing employee performance reviews.

Identify and address training needs. Provide on the job training.

Approve or reject leave requests and monitor employee leave usage in accordance with absence program provisions.

Work with agency Human Resources staff to recruit and hire individuals.

Work with agency Human Resources staff to pursue disciplinary actions, if necessary.

Participates in the performance of subordinates' work consistent with operational or organizational requirements.

Performs the full range of supervisory duties.

Performs other job related duties as required.

#### **DECISION MAKING**

Assignments are generally received orally from the Chief Information Officer based on agency initiatives. Bi-weekly status reports and bi-weekly office staff meetings are utilized to track progress and provide additional guidance.

Work is assigned both orally and in writing. Clear objectives and timeframes are provided. Different levels of direction is given depending on the complexity of the assignment. Employee is expected to take initiative and ask questions when needed.

Generally, an "in progress" review is performed by the supervisor to assure objectives will be met within the established timeframes. Additional guidance is provided as needed. Completed tasks are either reported directly to the supervisor by the employee, or the supervisor will verify the results. Recurring

tasks are reviewed periodically to assure continuance, completeness, and accuracy.

## **REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:**

### **MINIMUM EXPERIENCE AND TRAINING**

You must meet the minimum experience and training for the job title:

One year as a Senior Applications Developer; or Four years of information technology experience in applications development or applications maintenance, and an associate's degree in any information technology field; or Six years of information technology experience that includes four years of experience in applications development or applications maintenance; or Two years of information technology experience in applications development or applications maintenance, and a bachelor's degree in any information technology field; or An equivalent combination of experience and training.

### **PA RESIDENCY**

Pennsylvania residency is required.

### **RECRUITMENT METHODS**

You must be eligible for selection in accordance with civil service rules. Applicants must meet one of the following methods to be considered for this vacancy.

1. Civil Service Lists
  2. Transfer
  3. Reassignment
  4. Reinstatement
  5. Voluntary Demotion
  6. Promotion Without Exam (PWOE)
- You must have or have held regular civil service status in one of the following classifications:
    - Senior Applications Developer (01524)
    - Information Technology Generalist Administrator 1 (01544)
    - Or have held regular civil service status in a pay range ST09 (or equivalent) position for which the appointing authority can establish a logical occupational, functional, or career developmental relationship to the higher position.
  - You must meet meritorious service criteria defined as (a) the absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of this posting, and (b) the last due overall regular or probationary performance evaluation was satisfactory or higher.
  - You must meet seniority criteria defined as a minimum of one year in the next lower class (es) by the posting close date.

### **APPLY**

The following materials must be submitted with the online application.

- Employee performance review: most recent regular or probationary review or indicate that one is not available.
- Memo/letter (voluntary demotion only): indicate you will accept the appropriate reduction in pay.

Applicants should apply online. Visit [www.employment.pa.gov](http://www.employment.pa.gov). Click on the Open Jobs tile. From the Menu in the upper left corner of the screen, select the PA Internal Job Postings link. Open the relevant job announcement and from within the announcement, click the green Apply button. Use the point of contact listed above if you are unable to apply online and require assistance with an alternate application method.

**Failure to comply with the above application requirements will eliminate you from consideration for this position.** Please use the contact information provided for assistance

You can [track the status](#) of current SERS openings from the Jobs page of the SERS website.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.employment.pa.gov>

Position #I-2018-11045  
APPLICATIONS DEVELOPER ADMINISTRATOR  
KM

OUR OFFICE IS LOCATED AT:  
613 North Street  
Harrisburg, PA 17120

[jobs@pa.gov](mailto:jobs@pa.gov)

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