

# Florida State Courts System

## Class Specification

**Class Title: Senior Information Systems Consultant**

**Class Code: 4050**

[Pay Grade 113](#)

### General Description

The essential function of the position within the organization is to manage development and implementation of software applications. The position is responsible for staff supervision; planning; training; software application development, implementation and maintenance; provides assistance with technology acquisition, provides technical support to managers and end-users; attending committee meetings; and performing related administrative functions, including reporting. The position works under general supervision independently developing work methods and sequences.

### Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.

Directs and manages staff through the process of planning, designing, creating, implementing and maintaining software applications to enhance the technology and application requirements of the Courts System.

Interacts with technology committees and senior management to develop short and long range technology plans; oversees implementation of plans to ensure adherence to organizational standards, policy and procedures, and to make adjustments as needed.

Serves as information resource and provides technical support to other managers and application end-users to facilitate optimal utilization of System software capabilities.

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Develops policies and procedures in consultation with senior management to ensure efficient and economical departmental operations; evaluates results to ensure compliance and to identify deficiencies. Ensures compliance with applicable policies, procedures, regulations and laws in the performance of technical tasks.

Sets up and maintains record systems; processes daily paperwork such as reports, memoranda, requisitions or personnel information.

Gathers information/data to support periodic and special reports documenting activities for the area of responsibility.

Adheres to an ensures staff adheres to Information Systems Development Methodology (ISDM), Project Management documentation requirements as adopted by ISS and ISS information technology standards when developing.

Ensures that design and implementation procedures make use of appropriate information engineering principles under the ITIL framework as adopted by ISS, including ISS production Change Management, Release Management and Service Management.

Manages administrative tasks, such as conducting special studies, preparing routine or special reports, preparing periodic employee performance evaluations, or providing for staff technical or professional growth.

Attends and/or conducts staff and other professional meetings and conferences to exchange information; attends technical or professional seminars or conferences to improve professional skills. Perfects skills in the use of application and database development tools.

## Competencies

### **Data Responsibility:**

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Conducts research to discover new methodologies or to find solutions for technology problems.

### **People Responsibility:**

Refers to individuals who have contact with or are influenced by the position.

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Negotiates or exchanges ideas, information, and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions, or solutions.

### **Assets Responsibility:**

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large division or minor department, and/or development of software applications.

### **Mathematical Requirements:**

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics; will use logic and set theory to understand, develop and manage relational databases.

### **Communications Requirements:**

Involves the ability to read, write, and speak.

Reads and interprets advanced professional materials; writes extremely complex reports and papers; speaks to high level professional groups.

### **Complexity of Work:**

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of broad principles of professional management and leadership to solve new problems for which conventional solutions do not exist; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

### **Impact of Decisions:**

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

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### **Equipment Usage:**

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Formulates new concepts through original research to resolve unconventional problems.

### **Safety of Others:**

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

## **Education and Experience Guidelines**

### **Education:**

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Bachelor's degree in business management, information technology, computer science, engineering, management information systems or a closely related field.

### **Experience:**

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Eight years of related experience.

### **Licenses, Certifications, and Registrations Required:**

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None