

# **INFORMATION SYSTEMS CONSULTANT II 4045**

## **Distinguishing Characteristics of Work**

This is advanced technical and analytical work designing and maintaining the enterprise architecture of the State Courts System Information Systems and providing technical assistance to the applications development group. The Information Systems Consultant II designs, creates and implements applications; ping system requirements and enhancements for computer services for users of the State Courts System information system. The Information Systems Consultant II is responsible for determining the feasibility of implementing computer applications or upgrading existing applications, including equipment, software, communication lines, and costs analysis. The Information Systems Consultant II meets with the users and assesses and determines user needs, designs the system, and tests the applications. This position is also responsible for preparing technical documentation of system requirements and applications including preparing application specifications and testing and preparing detailed instructions for programmers and users. The Information Systems Consultant II must also review new technologies and evaluate their uses for the state courts. The position may also develop or assist with preparation of formal policies, procedures and standards for use of automated computer systems; and conducts analysis and research on appropriateness of various systems hardware and configurations. A variety of working relationships are established with court personnel and vendors. Work is performed under the general supervision of the Applications/Database Administrator.

## **EDUCATION AND TRAINING GUIDELINES**

Graduation from an accredited four year college or university with a degree in computer science or management information systems or information technology, or a degree in mathematics, statistics, or engineering with course work in computer science or management information systems, and five years of experience in systems analysis and programming.

A master's degree in an area above may substitute for two years of the non-supervisory experience.

Certification by the Institute for Certification of Computer Professionals may substitute for two years of the recommended college education.

Progressively responsible experience in information systems (excluding data entry) may substitute for the recommended college education on a year for year basis.

## **INFORMATION SYSTEMS CONSULTANT II (con't)**

### **KNOWLEDGE, SKILLS, and ABILITIES**

Knowledge of two or more areas of information systems including application design, application development, database administration, server administration, network administration and/or security. Knowledge of the concepts and theories of information systems. Knowledge of the principles, practices, and techniques of computer technology. Knowledge of relational database design. Ability to analyze and interpret technical data. Ability to design programs and systems, think logically and solve problems. Ability to establish and maintain effective working relationship with others. Ability to communicate technical information verbally and in writing. Ability to serve as a project leader. Ability to supervise.

**Effective March, 2007**