

# Essential Job Duties

Employee Name: \_\_\_\_\_  
 Job Title: Programmer I  Programmer II   
Systems Analyst  Operations Technician   
 District/County: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Position Number: \_\_\_\_\_

The Americans with Disabilities Act of 1990 prohibits discrimination of a qualified individual with a disability who, with or without a reasonable accommodation, can perform the duties determined by the employer as necessary for an employee to perform.

**Instructions:** Using the position description as a guide, review all duties assigned to the position. Ask the three questions below about each duty the position description shows should be performed by the position. If the answer to any of the questions is 'yes,' the duty is essential, and the space next to the duty should be marked. Please note not all the listed duties are for any one particular position.

1. Will removing the duty change or jeopardize an office or program?
2. Is the duty integral to the nature of the work performed?
3. Will the nature of the position change if the duty is not performed?

<p><b>Supervision Duties</b></p> <p><input type="checkbox"/> Developing and implementing employee training and development</p> <p><input type="checkbox"/> Evaluating employees</p> <p><input type="checkbox"/> Disciplining employees</p> <p><input type="checkbox"/> Managing employee leave</p> <p><input type="checkbox"/> Providing guidance and information to staff</p> <p><input type="checkbox"/> Developing policies and recommending procedures</p> <p>_____</p> <p>_____</p>	<p><b>Fiscal and Budget Duties</b></p> <p><input type="checkbox"/> Managing temporary position hours</p> <p><input type="checkbox"/> Purchasing</p> <p><input type="checkbox"/> Assisting with preparing grants</p> <p><input type="checkbox"/> Assisting with preparing county budget</p> <p><input type="checkbox"/> Preparing vouchers on a timely basis</p> <p><input type="checkbox"/> Creating court budget for hardware and software</p> <p><input type="checkbox"/> Evaluating lease and purchase arrangements for systems</p> <p><input type="checkbox"/> Selecting lease and purchase arrangements for systems</p> <p>_____</p> <p>_____</p>	<p><b>Programming and Applications Support Duties</b></p> <p><input type="checkbox"/> Adhering to programming, design, and language standards</p> <p><input type="checkbox"/> Documenting program changes and program flows</p> <p><input type="checkbox"/> Ensuring program documentation and testing are completed</p> <p><input type="checkbox"/> Enhancing and modifying applications</p> <p><input type="checkbox"/> Implementing design changes</p> <p><input type="checkbox"/> Troubleshooting hardware and vendor software applications</p> <p><input type="checkbox"/> Troubleshooting hardware issues related to software problems</p> <p><input type="checkbox"/> Resolving hardware and software problems</p> <p><input type="checkbox"/> Managing projects</p> <p><input type="checkbox"/> Assisting others in programming and problem solving areas</p> <p><input type="checkbox"/> Working with end users to define program needs</p> <p><input type="checkbox"/> Training end users</p> <p><input type="checkbox"/> Coordinating interaction of data processing staff with staff from other offices</p> <p>_____</p> <p>_____</p>	<p><b>Systems Analysis Duties</b></p> <p><input type="checkbox"/> Coordinating hardware and software upgrades</p> <p><input type="checkbox"/> Completing equipment and software needs assessments</p> <p><input type="checkbox"/> Maintaining secure information technology environment</p> <p><input type="checkbox"/> Maintaining disaster recovery system</p> <p><input type="checkbox"/> Interacting with outside agencies, consultants and vendors</p> <p><input type="checkbox"/> Verifying jobs are completed, tested and properly installed</p> <p><input type="checkbox"/> Ensuring end user satisfaction</p> <p><input type="checkbox"/> Keeping abreast of current technology</p> <p><input type="checkbox"/> Evaluating new technology for court use</p> <p>_____</p> <p>_____</p>
<p><b>Human Resources and Personnel Duties</b></p> <p><input type="checkbox"/> Recruiting and hiring</p> <p><input type="checkbox"/> Managing timesheets</p> <p><input type="checkbox"/> Completing, submitting and maintaining other personnel and payroll documentation</p> <p><input type="checkbox"/> Handling grievances and complaints</p> <p><input type="checkbox"/> Making staffing recommendations (number of personnel, distribution of personnel, etc.)</p> <p><input type="checkbox"/> Ensuring staff coverage on a daily basis</p> <p>_____</p> <p>_____</p>	<p><b>Strategic Planning Duties</b></p> <p><input type="checkbox"/> Planning for future technology needs</p> <p><input type="checkbox"/> Planning for future equipment needs</p> <p><input type="checkbox"/> Planning for future training needs</p> <p>_____</p> <p>_____</p>	<p><b>Public Relations Duties</b></p> <p><input type="checkbox"/> Serving as information resource to public, court, staff, and OJA</p> <p>_____</p> <p>_____</p>	<p><b>Technology Duties</b></p> <p><input type="checkbox"/> Coordinating technology between departments or courts</p> <p><input type="checkbox"/> Assessing technology needs</p> <p><input type="checkbox"/> Managing technology training</p> <p><input type="checkbox"/> Providing telecommunications support</p> <p><input type="checkbox"/> Maintaining telecommunications systems</p> <p><input type="checkbox"/> Implementing telecommunications software</p> <p><input type="checkbox"/> Tracking maintenance contracts</p> <p><input type="checkbox"/> Monitoring and maintaining information technology security policies</p> <p><input type="checkbox"/> Updating information technology security policies</p> <p>_____</p> <p>_____</p>

I have reviewed the duties for this position and I have designated the duties which are essential

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date