

**KANSAS JUDICIAL BRANCH**  
Position Description

Instructions: Complete employee name, district and county, department, and position number. Make statements simple, brief, and complete. Form must be signed by the appointing authority.

Distribution: 1-Employee, 1-Supervisor, 1-Office of Judicial Administration – original

PART I.

Employee Name: \_\_\_\_\_

Job Title: **Programmer**  
**Programmer II**  
**Systems Analyst**  
**Operations Technician**

District/County: \_\_\_\_\_ / \_\_\_\_\_

Department: \_\_\_\_\_

Position Number: \_\_\_\_\_

PART II. The position supervisor or other designee of the appointing authority shall complete the remaining sections of the description.

SECTION A. POSITION PURPOSE:

SECTION B. DUTIES:

Instructions: Place the letters *n/a* in the column next to the duties which are not part of the employee's job responsibilities.

*Not  
Applicable*

Duties

**Supervision Duties**

- \_\_\_\_\_ Developing and implementing employee training and development
- \_\_\_\_\_ Evaluating employees
- \_\_\_\_\_ Disciplining employees
- \_\_\_\_\_ Managing employee leave
- \_\_\_\_\_ Providing guidance and information to staff
- \_\_\_\_\_ Developing policies and recommending procedures

**Human Resources and Personnel Duties**

- \_\_\_\_\_ Recruiting and hiring
- \_\_\_\_\_ Managing timesheets
- \_\_\_\_\_ Completing, submitting and maintaining other personnel and payroll documentation
- \_\_\_\_\_ Handling grievances and complaints
- \_\_\_\_\_ Making staffing recommendations (number of personnel, distribution of personnel, etc.)
- \_\_\_\_\_ Ensuring staff coverage on a daily basis

Not  
Applicable

Duties

**Fiscal and Budget Duties**

- \_\_\_\_\_ Managing temporary position hours
- \_\_\_\_\_ Purchasing
- \_\_\_\_\_ Assisting with preparing grants
- \_\_\_\_\_ Assisting with preparing county budget
- \_\_\_\_\_ Preparing vouchers on a timely basis
- \_\_\_\_\_ Creating court budget for hardware and software
- \_\_\_\_\_ Evaluating lease and purchase arrangements for systems
- \_\_\_\_\_ Selecting lease and purchase arrangements for systems

**Strategic Planning Duties**

- \_\_\_\_\_ Planning for future technology needs
- \_\_\_\_\_ Planning for future equipment needs
- \_\_\_\_\_ Planning for future training needs

**Programming and Applications Support Duties**

- \_\_\_\_\_ Adhering to programming, design and language standards
- \_\_\_\_\_ Documenting program changes and program flows
- \_\_\_\_\_ Ensuring program documentation and testing are completed
- \_\_\_\_\_ Enhancing and modifying applications
- \_\_\_\_\_ Implementing design changes
- \_\_\_\_\_ Troubleshooting hardware and vendor software applications
- \_\_\_\_\_ Troubleshooting hardware issues related to software problems
- \_\_\_\_\_ Resolving hardware and software problems
- \_\_\_\_\_ Managing projects
- \_\_\_\_\_ Assisting others in programming and problem solving areas
- \_\_\_\_\_ Working with end users to define program needs
- \_\_\_\_\_ Training end users
- \_\_\_\_\_ Coordinating interaction of data processing staff with staff from other offices

**Systems Analysis Duties**

- \_\_\_\_\_ Coordinating hardware and software upgrades
- \_\_\_\_\_ Completing equipment and software needs assessments
- \_\_\_\_\_ Maintaining secure information technology environment
- \_\_\_\_\_ Maintaining disaster recovery system
- \_\_\_\_\_ Interacting with outside agencies, consultants and vendors
- \_\_\_\_\_ Verifying jobs are completed, tested and properly installed
- \_\_\_\_\_ Ensuring end users satisfaction
- \_\_\_\_\_ Keeping abreast of current technology
- \_\_\_\_\_ Evaluating new technology for court use

**Public Relations Duties**

- \_\_\_\_\_ Serving as information resource to public, court, staff, and OJA

Not

Applicable

Duties

**Technology Duties**

- \_\_\_\_\_ Coordinating technology between departments or courts
- \_\_\_\_\_ Assessing technology needs
- \_\_\_\_\_ Managing technology training
- \_\_\_\_\_ Providing telecommunications support
- \_\_\_\_\_ Maintaining telecommunications systems
- \_\_\_\_\_ Implementing telecommunications software
- \_\_\_\_\_ Tracking maintenance contracts
- \_\_\_\_\_ Monitoring and maintaining information technology security policies
- \_\_\_\_\_ Updating information technology security policies

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**SECTION C. SUPERVISORY DUTIES:**

List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Class Title	Position Number
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**SECTION D. CERTIFICATION:**

I certify that this is an accurate nonfraudulent statement of the major duties and responsibilities of this position and its organizational relationships, and that this position is necessary to carry out the government functions for which I am responsible. This position description supercedes any prior worksheets or position descriptions. (This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment of employees and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.) (K.S.A. 20-162)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rater Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date