

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

INFORMATION SYSTEMS ADVISOR

Position Code: K4040

DISTINGUISHING FEATURES OF THE CLASS:

Under administrative direction, acts independently as top level technical contributor in one or more highly specialized phases of applications systems analysis and programming; provides technical consultation on complex projects; formulates/defines systems scope and objectives; devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time and form of desired results; prepares detailed specifications from which programs will be written. Responsible for program design, coding, testing, debugging, and documentation; has full technical knowledge of all phases of applications systems analysis and programming activities. Competent to work at the highest technical level on any or all phases of computer systems, operating systems, communication networks and application development. May serve as an assistant to the supervisor with responsibility for assigning work, participating in performance evaluations, authorizing time off, and advising employees on work performance; may have quality assurance review responsibilities.

ILLUSTRATIVE EXAMPLES OF WORK:

Typical duties include, but are not limited to, a combination of functions defined in the lower levels of this series AND such functions as:

1. May serve as an assistant to the supervisor by assigning/scheduling work, participating in performance evaluations, having signature authority to approve time off, and advising employees on work performance; works extensively with users in defining project requirements, solving problems and assisting staff; coordinates activities between sections and provides professional guidance/assistance to management and less senior staff; monitors for quality, compliance and deadlines;
2. Reviews assigned systems for compliance with standards and guidelines, explains all facets of program, monitors progress, obtains/creates test data, assists in correcting logic, tests system as a whole and corrects system errors; reviews system(s) function and performance, develops recommendations to improve or maintain required performance levels; performs highly sophisticated technical work in the design and incorporation of technical tailored software structures;
3. Acts independently as top level technical consultant/advisor in one or more highly specialized phases of problem resolution; consults/advises users and management in planning, scheduling and using specialized technical software systems; integrates technical software systems with existing data bases; may be required to act independently in response to unplanned hardware or software failures; may have quality assurance design and review responsibilities.
4. Performs senior level systems analysis and/or programming work; design/develop special applications, hardware configurations or related systems; prepares, defines, modifies or designs complex data processing system definitions, forms, operational flowcharts, computer block diagrams and procedures;

INFORMATION SYSTEMS ADVISOR (Continued)

5. Performs Specialist level duties including acting as project leader by instructing, directing and reviewing the work of other applications systems analysts and programming personnel; recommends selection of equipment necessary to achieve improved systems; coordinates or participates in applied research projects of hardware usage, software migration or development, network bandwidth, system component management or data processing problems; develop, design, and implement physical layout plans, hardware and software configuration, installation schedules and hardware and software installations; acts independently in response to unplanned hardware or software failures; develop, monitor/maintain standards for application/systems development, hardware selection and network growth, etc.;
6. Design, develop or conduct training programs for all levels of users supported by the department; recommends appropriate and necessary levels of training required for department supported systems; may train staff as either a permanent assignment or for a particular project;
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience:

Requires knowledge, skill and mental development equivalent to completion of two years of college with coursework in the computer science field and four years of technical systems and programming experience or any equivalent combination of education and experience.

Knowledge, Skills and Abilities:

Requires extensive knowledge of systems design and implementation, including the manner in which programs are written, compiled and tested, the methods of operating computer, and the manner in which data is transcribed into a form suitable for reading by computers.

Requires extensive knowledge of the devices for capturing data for computers and the means available for receiving and transmitting data from remote locations to a computer.

Requires extensive knowledge of the principles and techniques of computer system documentation.

Requires extensive knowledge of the advantages and limitations of computer communication, and information retrieval systems as management information tools.

Requires extensive knowledge of the methods, procedures and techniques of conducting feasibility studies for converting to computer applications.

Requires the ability to exercise sound judgement in analyzing, appraising, evaluating and solving problems of a procedural, organizational, administrative and technical nature.

Requires the ability to organize facts and findings, analyze data logically and to present results with clarity and comprehension, orally, in written or graphic form.

Requires willingness to travel and possession of a valid Illinois driver's license as required by individual positions within the class.

Approved by the Secretary of State Merit Commission - July 19, 2006.

Effective - July 19, 2006

EXAMINATION INFORMATION

Test and Weights: Education and Experience, 100%

Length of Eligibility: 1 year