

JOB DESCRIPTION

Benchmark Job #246

Ministry: Social Services
Branch: Systems Services Division
Location: Vancouver

Working Title: **Coordinator, Technology Management**
Level: Range 30
Classification: Information Systems

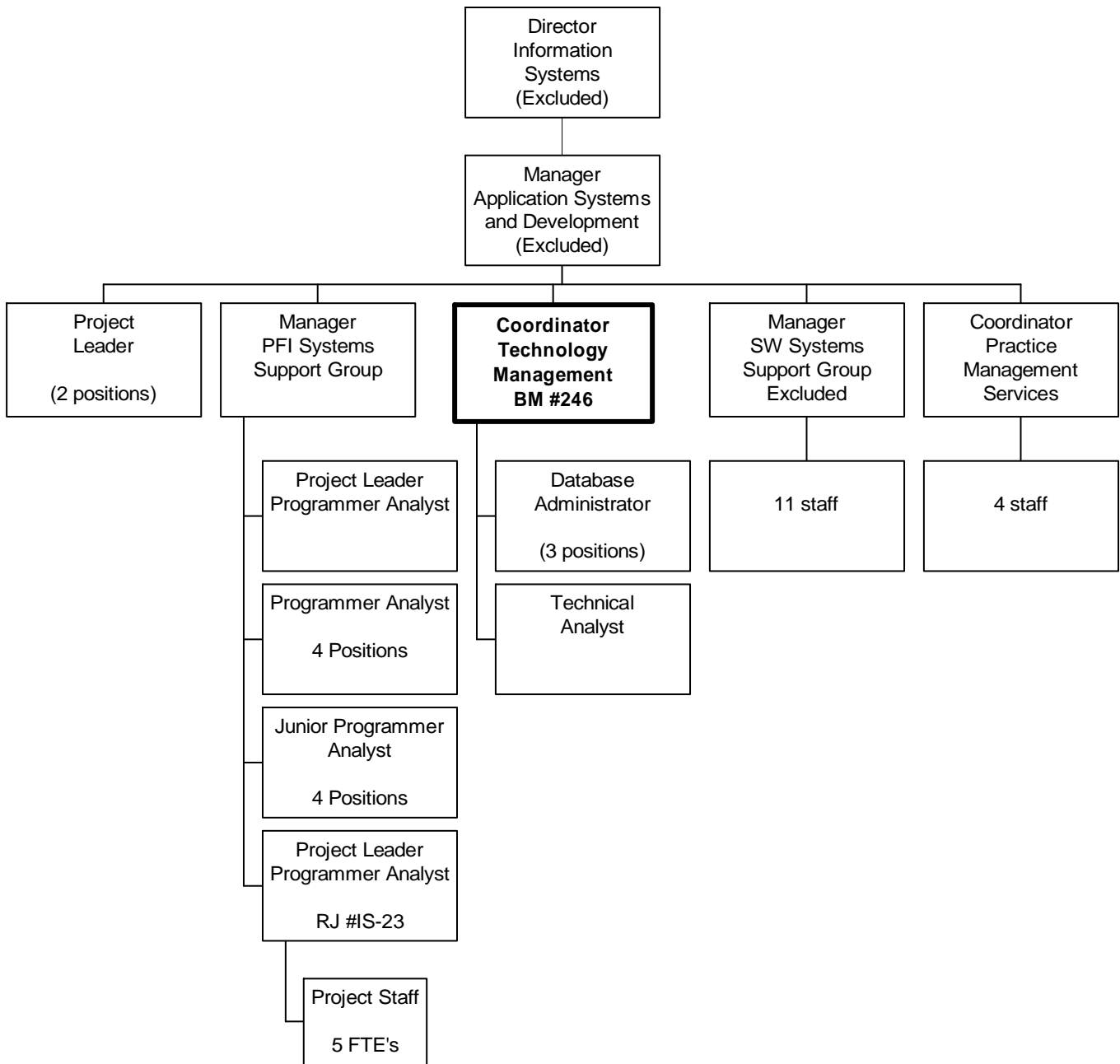
PRIMARY FUNCTION

To provide expert technical direction and leadership for all ministry major mainframe (MVS) systems development, enhancement and maintenance and provide direction to the database management group responsible for supporting all ministry databases such as GAIN, SWIS and FMIS used by all ministry staff in numerous locations.

JOB DUTIES AND TASKS

1. Directs and leads all ministry major mainframe (MVS) systems development, enhancement and maintenance for applications such as the provincial income assistance system
 - a. provides technical direction and planning for all aspects of the MVS application architecture
 - b. develops policies and standards to guide the development of applications
 - c. coordinates the analysis of user requirements and system specifications
 - d. coordinates development and documentation of various alternatives
 - e. coordinates resources to support the design, coding, testing and implementation of all ministry systems releases for new and/or enhanced systems
 - f. reviews all software design proposals for integration with existing application architecture
 - g. ensures post implementation reviews and performance analysis are conducted and documented
 - h. participates in the development of the data model and decisions regarding user updateable data
 - i. identifies, recommends and implements all changes to technical standards and policies
 - j. reviews strategies for team resources, technical plans and issues
 - k. provides on-call after hours support for applications including GAIN or income assistance system
 - l. coordinates security in development environments
 - m. establishes unit goals and objectives and prioritizes projects
 - n. develops plans for technical projects and ensures project costs are monitored and tracked
 - o. adapts pre-approved contract language for systems project work
2. Provides overall direction and leadership for ministry-wide database administration function for IS staff (200+ FTEs)
 - a. leads the development of policies and procedures related to database management
 - b. provides technical direction to senior database administrators in a production environment with interdependent applications and databases
 - c. develops criteria by which application performance can be measured
 - d. identifies and recommends ways to improve system efficiency and tests new systems software
 - e. develops, implements and maintains backup strategies and recovery facilities
 - f. implements new technologies and develops support infrastructures including standards and tools
3. Supervises staff and contract technical specialists (4 FTEs)
 - a. supervises staff, including hiring and training
 - b. plans, assigns and reviews work
 - c. sets work priorities and standards
 - d. appraises worker performance and takes disciplinary action

ORGANIZATION CHART
Benchmark Job #246



REASON FOR CLASSIFICATION

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Job Title: Coordinator, Technology Management

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand all related issues of a major program to plan and provide strategic direction to all ministry mainframe (MVS) major information systems with regard to systems development, enhancement and maintenance; develop policies to guide application development and architecture integration; provide overall direction for the database administration function and review strategies for technical planning.</p>	J	330
2	<p>MENTAL DEMANDS Judgement to conduct long term planning to develop policies that guide the development of mission critical ministry systems applications affecting program areas across the province, develop strategic architectural policies to ensure integration of applications, develop policies and procedures related to database management and review technical planning strategies.</p>	I	300
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to discuss and explain performance problems with employees supervised and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to use a computer keyboard to produce reports with some requirement for speed to meet deadlines.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by ministry goals and objectives, plan and administer a systems development and database administration unit for significant ministry information systems and develop policies that guide application development and systems architecture integration.</p>	G	190
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to adapt pre-approved contract language for systems project work.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Major level of responsibility to manage the development and maintenance of major ministry information systems encompassing mainframe (MVS) applications.</p>	F	43

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise staff, appraise employee performance and take disciplinary action (4 FTEs).	DE	20
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility for safe work practice of others in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently coordinate multiple project schedules while providing day to day technical support of ministry information systems.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently view computer screen and printed material while preparing reports and policies.	C	12
12	SURROUNDINGS Exposure to office setting with minimal disagreeable elements.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 1011

Level: Range 30