LEGISLATIVE COUNCIL SERVICE
Lead Systems Analyst/Developer

Salary: BOE - $97,000 to $154,000 Max
Reports to: LIS Manager

INTRODUCTION

SUPERVISION AND GUIDELINES

Works under general supervision and provides day-to-day technical leadership and work direction to assigned systems analysts, developers and other LIS staff. Coordinates priorities, delegates assignments, monitors deliverables and escalates personnel or resource matters to management. Formal supervisory authority, including hiring, discipline and performance evaluations, is exercised only if separately delegated. Guidelines include applicable federal and state laws, agency policies, technical and equipment manuals, information-security requirements and computer operations standards.

EXAMPLES OF WORK PERFORMED

- Leads the planning, coordination and delivery of information technology projects, including requirements gathering, scope definition, schedules, milestones, resource assignments, risk tracking, testing, implementation and post-implementation evaluation.
- Assigns and delegates technical tasks based on staff expertise, workload and project priorities; establishes expectations and deadlines; monitors progress, reviews completed work and coordinates corrective action when needed.
- Provides day-to-day leadership, technical coaching, knowledge sharing and guidance to systems analysts, programmers and help desk personnel; promotes consistent documentation, quality standards and collaboration.
- Serves as a primary technical point of contact for legislative agency managers and users; translates operational needs into system requirements, project plans and practical software solutions; communicates project status, risks and decisions to management.
- Coordinates and staffs help desk operations during legislative sessions, including work assignments, issue prioritization, escalation and continuity of service.
- Leads analysis, design, development, testing, validation, deployment and maintenance of internal applications, including applications using .NET, SQL, ASP and Microsoft Access, as appropriate.
- Oversees maintenance and updates of website databases, legislative websites and webcasting systems; coordinates upgrades, troubleshooting and reliable delivery of legislative information services.
- Coordinates troubleshooting of hardware, software, network and server issues; supports computer purchasing, setup, inventory, user training and software-upgrade testing.
- Manages assigned special projects, including database server maintenance, staff and committee document uploads, reapportionment information, interim committee support, desktop support and user-group assignments.
- Leads assessments of existing and proposed systems; develops recommendations for workflow improvements, system integrations, technology modernization and long-range development of the integrated legislative information system.
- Coordinates system security, reliability, availability, backup and disaster-recovery planning and testing; identifies risks and recommends mitigation measures in coordination with appropriate IT personnel.
- Provides technical guidance for hardware and software procurement; coordinates vendor evaluations, product testing and cost-effectiveness assessments against Legislative Information Systems (LIS) standards and user needs.

- Coordinates testing of software, operating systems and network enhancements; establishes acceptance criteria, documentation and implementation readiness checks.
- Oversees configuration, monitoring, support and troubleshooting of internal and external web servers and ensures accurate technical and operational documentation.
- Assists management in setting work priorities, estimating resource needs, identifying training opportunities and improving processes; performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a lead-level technical position distinguished from the Systems Analyst by responsibility for coordinating projects, delegating and reviewing work, guiding staff, resolving complex technical issues and providing cross-functional leadership while retaining hands-on systems analysis and programming responsibilities. The position requires sound judgment, discretion, responsiveness and the ability to work under significant pressure during legislative sessions, including extended hours and potential seven-day availability.

MINIMUM QUALIFICATIONS

Graduation from an accredited high school, or equivalent, plus any combination of education, training or experience in programming, systems analysis, computer science or a closely related field totaling at least seven years, including at least three years in a lead, project coordination or progressively responsible technical role. An equivalent combination of relevant qualifications may be considered.
Considerable knowledge of computer systems, server technologies, systems analysis, application development, databases, networks, testing, security, backup and disaster recovery; knowledge of software development processes and technical documentation. Demonstrated ability to plan and manage multiple projects, delegate and prioritize tasks, mentor technical staff, evaluate solutions, resolve complex issues, communicate with technical and nontechnical stakeholders and deliver reliable services within deadlines. Familiarity with legislative operations and confidentiality requirements is desirable.

WORKING CONDITIONS

Employees work in a professional office setting in the State Capitol. During legislative sessions, the agency is open seven days a week, long hours are the norm, and staff may be on-call depending on session demands. Travel and additional hours are sometimes required, particularly for interim committee support. Legislative employees are exempt from the State Personnel Act. Any Fair Labor Standards Act classification, overtime eligibility and compensatory-time arrangements should be determined under applicable law and agency policy for this position.

PHYSICAL REQUIREMENTS

Work is performed in a general office setting. Some lifting and carrying of files, boxes and computer equipment weighing up to 50 pounds may be required.

Please complete an application at www.nmlegis.gov/employment and send your resume to LCS.Employment@nmlegis.gov.