

LEGISLATIVE COUNCIL SERVICE
Systems Analyst and Programmer

Salary: \$90,570 – \$107,980 BOE

The Legislative Council Service is the central drafting, legal and research staff agency for the New Mexico Legislature. The agency also serves the executive and judicial agencies and is a main point of contact for members of the public who are interested in legislative matters.

The primary job of each employee of the Legislative Council Service is to help the agency meet the expectations of the people it serves.

Employees work in a professional office setting in the State Capitol. The agency is nonpartisan, and much of the agency's work is confidential. Long hours and travel are sometimes required. During legislative sessions, the agency is open seven days a week and long hours are the norm.

SYSTEMS ANALYST AND PROGRAMMER:

A Systems Analyst/Programmer examines software capabilities through the use of memory management, file system, scheduling of tasks, and input/output requirements. Ensures that a successful software solution has been installed and thoroughly tested on a computer. Analyzes, designs, and tests system requirements for a software solution.

The systems analyst and programmer works with the director, other IT personnel, and the computer user group to plan, direct and control and provide help desk for the computer operations of the agency.

SUPERVISION AND GUIDELINES:

Work is under general supervision. Guidelines include computer, technical and operating equipment manuals, federal and state laws, agency policies and procedures, and computer operations standards and procedures.

EXAMPLES OF WORK PERFORMED:

1. Coordinates and staffs the help desk during the legislative session.
2. Maintains and updates the website databases and webcasting system.
3. Troubleshoots for hardware/software problems; assists in computer ordering, setup and inventory; coordinates software training; assists in computer training projects; and handles software upgrade testing.
4. Handles special projects as assigned such as: maintaining and updating the database servers; the LegisLetter, staff directory and calendar; maintaining reapportionment information; assisting with the staffing of the interim committees, computer support; performing user group duties as assigned; and other duties as required.

5. Defines application problems by conferring with legislative agency managers on the design and implementation of new systems and programs and changes to existing systems to meet their information-system needs;
6. stays current with the direction of the information systems industry and provides guidance with long-range planning for the continued development of the integrated legislative information system;
7. is responsible for ensuring system security, reliability and availability, including the design and testing of appropriate backup and disaster recovery plans;
8. studies present or planned systems and formulates specific recommendations;
9. provides guidance and support in the area of computer hardware and software procurement;
10. evaluates hardware produced by various vendors to determine which products meet LIS standards and satisfy users' needs in the most cost-effective manner;
11. recommends new equipment acquisition, either by purchase or lease, and negotiates with vendors for the lease or purchase of equipment;
12. Develops solutions by preparing and evaluating workflow software development;
13. develop, test, validate, and deliver internal applications written in different languages like .NET, Google Angular, AG Grid tools, SQL, ASP or Access;
14. Web site/Webcasting development, update, upgrade and maintenance for all Legislative Entities;
15. Software and Operating Systems testing for future enhancements and upgrades of the LCS Network;
16. Web Servers, Internal and External maintenance, configuration, monitoring, support, troubleshooting, and providing written documentation;
17. Hardware testing for future enhancements or upgrades of the LIS Network System.

DISTINGUISHING CHARACTERISTICS:

This position requires an individual who can work 14 to 24 hours a day during session, is available to work seven days a week during the legislative session under great time pressures and can handle a high degree of stress.

MINIMUM QUALIFICATIONS:

1. Graduation from an accredited high school, or its equivalent, plus any combination of education, training or experience in programming, systems analysis, computer science or closely related field totaling at least five years, of which three must be in a supervisory or team-leader capacity.
2. Considerable knowledge of computer systems, server language systems analysis and applications programming; a knowledge of the principles and practices of management and accounting; understanding of the agencies to be served and of their installed programs, procedures and methods; and knowledge of data processing theory and applications, as well as the functions, uses and limitations of computers and peripheral equipment.
3. The ability to utilize network diagnostic equipment to run tests and to logically analyze and solve problems on the network, effectively communicate technical information in an understandable form, provide instructions to supervise technical and clerical employees, and administer a budget.
4. Good verbal and written communication skills and the ability to work well with others. Understanding of software development process and documentation.

WORKING CONDITIONS:

Work is generally performed in an office setting. Often late hours and call-back work are required. During a legislative session, the staff at the Legislative Council Service work seven days a week. Often long hours and 24-hour on-call is necessary. Some travel is required.

PHYSICAL REQUIREMENTS:

- Frequently moves equipment or supplies weighing up to fifty pounds across campus for various needs.
- Move about the inside of the buildings and grounds.
- Constantly position self to complete assigned tasks
- Must be able to remain in a stationary position 50% of the time.
- Occasionally climb up and down ladders
- Must be able to work in and on overhead structures, as well as below machinery.

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Please send your application or resume to Ashley Archuleta at Ashley.archuleta@nmlegis.gov.

