



Administrator of System Software Development 1
Administrator of System Software Development 2
Administrator of System Software Development 3

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Occupational Information

Computer and Technology Occupations

Positions in this occupational group are assigned to manage, supervise, advise, and complete work pertaining to the following job families:

- Application Software Development
- Database Administration
- Network and Computer Systems Administration
- System Software Development
- Technology and Information Security Analysis
- Computer Network Architects
- Geographic Information Systems
- Network Support
- Technology and Information Analysis
- Technology Support

Job Family Information

System Software Development

Positions in this job family are involved in the Modification of existing software to correct errors, to adapt it to new hardware, or to upgrade interfaces or improve performance. Develop or direct software system testing or validation procedures. Direct software programming or development of documentation. Consult with customers or other departments on project status, proposals, or technical issues, such as software system design or maintenance. Analyze information to determine, recommend, or plan installation of a new system or modification of an existing system. Consult with engineering staff to evaluate interface between hardware or software, develop specifications or performance requirements, or resolve customer problems. Design or develop software systems, using scientific analysis or mathematical models to predict or measure outcome or consequences of design. Prepare reports or correspondence concerning project specifications, activities, or status. Confer with data processing or project managers to obtain information on limitations or capabilities for data processing projects. Store, retrieve, or manipulate data for analysis of system capabilities or requirements.

The information provided below is characteristic of the type and level of work associated with this job family. Individual positions may be assigned some or all of the responsibilities and accountabilities identified below as well as other related duties.

Positions in these classification levels are typically found in medium and higher-level agencies.

Typical Responsibilities and Accountabilities

Bring about strategic change, both within and outside the organization, to meet organizational goals and customer expectations. Participate in the establishment of organizational vision and implement goals in a continuously changing environment. Lead people toward meeting the organizational vision, mission and goals by providing an inclusive workplace that fosters development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts. Counsel employees in work related activities, personal growth, and career development. Resolve personnel problems including complaints and discipline. Make decisions that produce high quality results.

Supervision Received

Positions in these classes receive long-range administrative direction. Work is reviewed for strategic planning and achievement of organizational goals and objectives; performance of responsibilities and accountabilities; and conformance to law, rule, contract and policy.

Distinguishing Features Between Classification Levels

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Scope and Impact of Decisions: Positions at this level develop objectives, resources and organizational plans for the effective delivery of services. Plans are a mix of tactical and strategic requiring the integration of dissimilar functions. The financial accountability is considerable within the context of the overall scope of the state.

Supervision: Positions at this level typically supervise lower-level managers and supervisors representing multiple organizational units or functions.

Administrator of System Software Development 2

Scope and Impact of Decisions: Positions at this level develop objectives, resources and organizational plans for the effective delivery of services. Plans are strategic requiring the redesign and integration of dissimilar functions. The financial accountability is considerable within the context of the overall scope of the state.

Supervision: Positions at this level typically supervise mid-level managers or lower-level administrators representing multiple divisions or organizational units.

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Scope and Impact of Decisions: Positions at this level work to establish agency law, rule and policy. Interfacing with legislative leadership and community stakeholders is imperative to the success of the agency, funding and goals within the context of the overall scope of the state.

Supervision: Positions at this level typically supervise upper-level managers and lower-level administrators representing a significant portion of the agency's functions.

Qualification Standards

The standards outlined provide candidates who have achieved a suitable knowledge and skill consideration for entrance into the defined job through education, experience or equivalent combination.

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- A Bachelor degree in Business Administration, Public Administration, Computer Science or Computer Information Systems and 6-8 years of progressive, related experience; **or**
- an equivalent combination of education (higher-level degree) and related experience; **or**
- equivalent related experience.

Administrator of System Software Development 2

- A Bachelor degree in Business Administration, Public Administration, Computer Science or Computer Information Systems and 8-10 years of progressive, related experience; **or**
- an equivalent combination of education (higher-level degree) and related experience; **or**
- equivalent related experience.

Administrator of System Software Development 3

- A Bachelor degree in Business Administration, Public Administration, Computer Science or Computer Information Systems and 10-12 years of progressive, related experience; **or**
- an equivalent combination of education (higher-level degree) and related experience; **or**
- equivalent related experience.

NOTE: Agencies may identify additional qualifying degree types and special qualifications specific to the position. Related experience must provide the necessary knowledge, skills, and abilities to perform the functions of the position and its classification proficiently.



**State of Oregon
Classification Specification**

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