

BEGA – User Guide Developer

Short Description:

1-5 years of experience. Manages, organizes, and administers systems analysis while preparing applications and operating systems for processing data and solving problems.

Skills/Required Years of Experience:

1-5 yrs clarifying system and program intent (Required 3 years)

1-5 yrs identifying problems, suggesting changes, and determining extent of application systems changes (Required 4 years)

Bachelor's degree in IT or related field or equivalent experience (Required)

Creating technical documents, including guidance, manuals, reports, website content, and response to public comments (Required 4 years)

Plan, develop, organize, write and edit technical guidance, technical reports, operational procedures, and technical manuals, as well as webpages (Required 4 years)

Provide minor feature enhancements to a .NET web application (Required 1 year)

Complete Description:

The Board of Ethics and Government Accountability (BEGA) investigates alleged ethics laws violations by District government employees and public officials, provides binding ethics advice and conducts mandatory training on the DC Government's Code of Conduct.

New regulations have called for individuals participating in Lobbying activities to increase their reporting frequency from two (2) times per year to four (4) times per year. As of this reporting period, BEGA has also transitioned to a new Lobbyist Registration and Reporting ("LRR") e-filing system, through which registrants must file. BEGA has also transitioned to a new Financial Disclosure Statement (FDS) system.

BEGA would like to retain the services of a resource through OCTO's Pipeline contract to improve the functionality of our Financial Disclosure Statement (FDS) and Lobbyist Registration and Reporting (LRR) E-Filing systems, to help implement desired system enhancements our customers have identified related to the two new systems, and to help create detailed user manuals after those development efforts are completed.

The ideal candidate will have experience in the SDLC and have experience developing user guides for non-technical users. This will be a termed project.

Responsibilities:

1. Manages, organizes, and administers systems analysis and preparation of applications and operating systems programming to process data and solve problems.
2. Establishes priorities and schedules, and oversees and reviews work of systems analysis and programming personnel.
3. Reviews feasibility studies and time /cost estimates of new or revised systems.
4. Assists in the development of standards, procedures, and operating systems

applications.

5. Possesses a combination of technical training and hands-on expertise.
6. Works with stakeholders and management to ensure projects are completed on time and according to organization standards.
7. Consults with personnel in other information systems groups to coordinate activities.
8. Consults with management to clarify systems and programs intent, identify problems, suggest changes, and determine extent of application systems changes required.
9. Participates in developing a project plan and schedule with key milestones, contingency plans, workflow charts or diagrams, considering factors, such as resource requirements, computer storage capacity and speed, extent of peripheral equipment, and intended use of output data.
10. Analyzes test runs on computer and supervises correction of coded program and input data.
11. Manages the revision of existing programs to increase operating efficiency or adapt to new requirements.
12. Compiles documentation of program development and subsequent revisions.
13. Trains subordinates in systems analysis, feasibility studies, programming, and program coding.
14. Prescribes standards for terms and symbols used to simplify interpretation of programs.
15. Collaborates with computer manufacturers and other users to develop new programming methods.
16. Prepares records and reports.
17. Ensures consistency and completeness across data models.
18. Plans and delivers development architecture environments in coordination with the Environmental Support Specialist.
19. Assists in managing and directing team's technical architecture processes.
20. Develops and documents expert practices/standards.
21. Possesses strong analysis, presentation, documentation, and quality assurance skills.
22. Analyzes, determines, and documents technical requirements and impact analysis for technical and development architectures.
23. Explains defect priorities and enhancement classifications to client.
24. Leads systems analysis for architecture and development of new applications.
25. Establishes development schedule, and allocates work of personnel based on project plans, timelines and budgets.
26. Works with organizational leadership to ensure projects are in line with long-term IT strategies and initiatives.
27. Works with management to articulate systems and programs purpose, identifies problems, suggests changes, and determines required changes to existing applications.
28. Provides mentoring and guidance to agency personnel and leadership when needed.
29. Maintains awareness of new technological developments in industry and processes, and implements concepts appropriately.
30. Leads or participates in setting the service levels for applications.
31. Defines overall system architecture.
32. Provides well-structured work plans which define scope, resources, milestones, quality, risk, tasks, and acceptance criteria.
33. Prepares contingencies, scenarios, scenario plans and action items to resolve issues.

34. Leads efforts in providing technical expertise, guidance, and training to the Application and Test Teams.

Background check is required, if selected for the position.

There are no reimbursable expenses allocated to this position.