

PROGRAMMER/ANALYST

Perform systems programming duties including analyzing, designing, developing, modifying, and maintaining software; provide maximum efficiency in the utilization of applications programs; perform a variety of technical tasks relative to assigned area of responsibility.

CLASSIFICATION DISTINCTIONS

The Programmer/Analyst is considered the fully qualified level within the Programmer/Analyst job family. Incumbents work under direction from a higher level Programmer/Analyst dependent on project assigned with final work products defined. Incumbents are responsible for a full range of designing and programming projects in support of client needs and may work as a member of a project team.

The Programmer/Analyst is distinguished from the Senior Programmer/Analyst in that the Senior Programmer/Analyst will provide technical support and project direction to the Programmer/Analyst as a project requires. The Senior Programmer/Analyst may also act as Project Manager on small to medium sized complex systems projects involving coordination of a small project team.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Program and implement new systems or sub-systems. Test system and assist in user evaluation and testing process. Implement new system for client.
- Write system and user documentation.
- Assist in the development and delivery of user training on new systems or system upgrade changes.
- Evaluate 3rd party software packages for identified client needs. Communicate findings and make recommendations to project manager or client.
- Install and implement newly purchased software. Convert data from existing systems to new systems. Provide on-going system maintenance for client.
- Participate in data base and operating system upgrades. Test installed version to ensure system is running properly.
- Maintain and provide enhancements to existing systems. Evaluate maintenance or problem areas and determine appropriate action. Provide emergency maintenance on broken

programs. Write new programs, reports, or screens to enhance client efficiency. Make data corrections by changing or deleting bad data.

- Facilitate installation of 3rd party systems. Install and set-up new PC based systems. Convert data to new system.
- Evaluate new projects, languages, and tools and develop recommendations.
- Process security requests. Specify user access to data base screens. Forward security requirements to appropriate IT staff for mini-system security requirements.
- Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent experience in computer science, business administration, or related field and one year professional programming experience.

Or any combination of training and experience that would provide the required knowledge, skills and abilities will be considered.

Knowledge of current principles of data processing and computer science; principles and techniques of programming and systems analysis; operational characteristics of data processing equipment and peripherals; methods and procedures of computer software design, development, and maintenance; applicable programming languages; report preparation, research methods, and statistical principles; methods of effective project planning and management.

Ability to coordinate and participate in systems analysis, design, and programming; analyze data and develop logical solutions to various programming problems; accurately identify and evaluate client software needs and requirements; develop and deliver clear and concise reports for intended audience; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Incumbents typically work in an office setting. Work involves management of multiple priorities and can involve face-to-face interactions in time-line driven situations. Essential tasks may include prolonged sitting at a computer terminal, use of telephone, and writing.

Office use: 6/22/00