

PROGRAMMER ANALYST

PURPOSE:

To design and develop computerized business-support systems using programming analysis, design, development, and testing techniques.

FUNCTIONAL AREAS:

1. Design and develop computerized business-support systems.
 - * A. Evaluate project requirements to establish data information flow, operational procedures, and program structures.
 - * B. Specify in detail the forms, screens, reports, programs and equipment required to implement a data processing system.
 - * C. Prepare detailed design specifications in the form of structure charts, diagrams and narrative for technical analysis and coordination of programming efforts.
 - D. Design and develop file structures to satisfy program requirements.
 - * E. Perform the coding of programs in the appropriate program language.
 - * F. Develop operational and user procedures in appropriate job control language.
 - G. Develop test scenarios to validate program logic.
 - * H. Prepare and improve written documentation of overall systems, programs, and procedures.
 - I. Assist in the analysis of local and external data processing systems for applicability and design criteria.
2. Plan and report on assigned application development tasks.
 - A. Schedule the analysis, design and implementation of assigned programs.
 - B. Develop a step-by-step implementation plan for new programs and modification efforts.
 - C. Provide development plans and schedules to other staff and supervisor.
 - D. Report achievements and development problems to supervisor and end user.
 - * E. Confer with managers or staff as needed for project coordination.
3. Analyze and modify existing programs.
 - * A. Analyze production programs requiring modifications.
 - * B. Design and implement program logic to accomplish specified changes and/or improve software logic and maintainability.
 - C. Test modified program logic.
 - D. Revise program documentation.
4. Provide technical guidance for programming efforts and perform supporting development duties when requested.
 - A. Assist in training programmers in techniques and standard procedures.
 - B. Distribute work assignments between self and programmers involved in project.
 - C. Train user personnel in the use of new data processing systems or changes to existing systems.
 - D. Provide technical inputs for hardware and software changes within the department.
 - E. Assist in the design of standard techniques and programs to support common data processing requirements.
 - F. Maintain current knowledge of design and analysis standards, coding methods and operating requirements.

JOB REQUIREMENTS

Education and Experience

- † A. Completion of a data processing vocational training program with specific courses in computer application design and development including documentation and four (4) years of verifiable programmer work experience to include design and development of data processing using an applicable programming language; or
- † B. College degree in Computer Science, Data Processing, or Information Systems, plus two (2) years of experience in computer systems design and development using an applicable programming language; or
- † C. A combination of verifiable education and experience equaling six (6) years which demonstrates possession of the knowledge, skills and abilities listed below.

Knowledge

- † A. Knowledge of the principles and techniques of application development.
- † B. Knowledge of data mining methods and their application.
- † C. Knowledge of data and file management techniques.
- † D. Knowledge of operational procedures required for development and maintenance of applications.

Skills

- † A. Skill in the operation of computers and related data processing equipment.
- † B. Skill for writing design specification documents.
- † C. Skill in creating production level software modules using programming languages such as Visual Basic .Net, ASP .Net, PHP, Perl, or Java.
- † D. Skill in creating production level web-based applications using development environments such as Visual Studio .Net, Dreamweaver, or ColdFusion.

Abilities

- † A. Ability to conduct independent research for analysis and design specification, and recommend improved methods and procedures based on findings.
- † B. Ability to define and develop written system specifications.
- † C. Ability to communicate through diagrams, writing and speaking.
- † D. Ability to participate and cooperate as a member of a development team.
- † E. Ability to direct the work of programming staff regarding software development tasks.
- † F. Ability to function as a programmer and participate in programming activities.
- † G. Ability to attend work on a regular basis.

* Essential functions of the job.

† Job requirements necessary on the first day of employment.

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