

## **PROGRAMMER ANALYST**

### SUMMARY/PURPOSE

To coordinate, define, plan, design, develop, maintain and oversee assigned Application and/or Website Development solutions in the support of the achievement of business requirements. This includes setting standards and guidelines, designing, writing, coding, testing, and analyzing software programs and applications. The Programmer Analyst will also oversee, participate in, and assist programming staff in the research, design, documentation, and modification of software solutions throughout the production life cycle.

### DISTINGUISHING FEATURES OF THE CLASS

Employees at this level are distinguished from the Senior Programmer Analyst by the level of responsibilities and duties performed. The Programmer Analyst will be assisting with similar duties as the Senior Programmer Analyst though the Programmer Analyst will have less discretion.

### ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Participate in the research of emerging application and/or web development software products, languages, and standards in support of procurement and development efforts.
2. Participate in the preparation of long-term planning for application and/or website development, including standards and guidelines for programming languages, tools, and content based on business goals, input from stakeholders, common data management, and regulatory requirements.
3. Assist in collaboration with colleagues and stakeholders in the development and initiation of new application and/or website offerings and applications.
4. Evaluate project requirements to establish data information flow, operational procedures, and program structures.
5. Develop and document all aspects of the end user experience required to implement an application and/or website development solution.
6. Design and develop file structures to satisfy program requirements.
7. Design and write software logic in the appropriate programming language or through the use of development tools to create new or modify existing applications or website development solutions.
8. Develop and utilize test scenarios to validate program logic.
9. Prepare and maintain written documentation of overall systems, site structure, programs, and procedures.
10. Assist in the analysis of available options, both local and external, for relevancy, usability, and functionality to satisfy new data management and/or regulatory requirements.
11. Assist in the development of step-by-step implementation plans for new application and/or website development solutions, as well as solution modification efforts.
12. Provide development plans and schedules to supervisor and project teams.
13. Report achievements and development complications to supervisor and project teams.
14. Confer with managers and project teams as needed for project coordination.
15. Assist in training of user personnel in the use of new or enhanced application and/or web development solutions.
16. Assist in the design and knowledge transfer of standard techniques and programs to support common application and web development system requirements.
17. Maintain current knowledge of design and analysis standards, coding methods and operating requirements.
18. Design, run, and monitor application and/or website development solution performance tests on new and existing programs for the purposes of correcting errors, isolating areas for improvement, and general debugging.

19. Collaborate with colleagues to ensure appropriate hardware and software environments are in place for any application and/or website development solution.

### JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
  - A. Graduation from an accredited technical or college university with a degree in a computer information systems related program, plus one year of verifiable experience in application development, web development, system analysis, system design, or system integration and implementation; or
  - B. Three years of full-time, verifiable experience in application and/or web development, system analysis, design, integration and implementation; or
  - C. A combination of verifiable education and experience equaling three years which demonstrates possession of the knowledge, skills and abilities listed below.
2. Knowledge Requirements
  - A. Technically fluent in programming languages including but not limited to Visual Basic .Net, ASP .Net, HTML, HTML5, C#, C++, PHP, Perl, Java, or JavaScript.
  - B. Knowledge of creating production level website development solutions using development environments such as Visual Studio .Net, Dreamweaver, or ColdFusion.
  - C. Knowledge of developing website solutions utilizing content management solutions such as Umbraco, WordPress, Joomla!, or Drupal.
  - D. Knowledge of relational database platforms preferably utilizing Microsoft SQL.
  - E. In-depth, hands on knowledge and experience in or with application and/or website development.
  - F. Working knowledge of analytical and statistical methods and their use in application and/or web development solutions.
  - G. Knowledge of database and file management techniques.
  - H. Knowledge of operational procedures required for development and maintenance of production software.
3. Skill Requirements
  - A. Skill in communicating logically and accurately in oral and written forms.
  - B. Skill in evaluating and analyzing projects in a broad perspective.
  - C. Skill at working both independently and in team oriented collaborative environments.
  - D. Skill in writing documents specifying recommendations, plans, schedules, milestones, and achievements of a project.
4. Ability Requirements
  - A. Ability to conduct independent research for the development of project specifications, and recommend improved or new systems to meet user requirements.
  - B. Ability to conduct information gathering and problem solving meetings with users and programming staff.
  - C. Ability to interpret user requirements in order to define and develop written system specifications.
  - D. Ability to establish and maintain effective working relationships with supervisors, employees, colleagues and end users.
  - E. Ability to organize, schedule, coordinate and delegate work.
  - F. Ability to function as a programmer/analyst and participate in analysis, design and programming activities.

- 5. Physical Ability Requirements
  - A. Ability to frequently sit, type, talk, and hear.
  - B. Ability to work at a computer for extended periods.
  - C. Ability to attend work on a regular basis.

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