

**CLASS TITLE: PROGRAMMER ANALYST (DOT)**

**Class Code: 02794700**

**Pay Grade: 26A**

**EO: C**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform standard technical work in systems analysis, systems design and programming activities on specific phases of a project; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the close supervision of a superior from whom are received specific work assignments; work is reviewed in process for conformance to instructions.

**SUPERVISION EXERCISED:** Usually none. May supervise the work of clerical assistants.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform standard technical work in systems analysis, systems design and programming activities on specific phases of a project.

To create programs that meet designing specifications and follow appropriate programming standards.

To ensure that documentation of finished programs be completed according to published standards.

Under supervision, to analyze existing and new systems and program logic: to prepare specifications; to code and test programs and systems for general use.

To prepare instructions for operations personnel and to assist in initial production runs.

To prepare and assemble complete documentation to support new or modified computer programs and procedures.

Under supervision, to conduct necessary user education on various programming systems and available software packages.

To assist programmers/analysts of high rank in performing the more technical and complex work in systems analysis, systems design and programming.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques required in assessing the feasibility, applicability, necessity, goals and cost of specific phases of data processing systems; a working knowledge of the capabilities, programming techniques and intricacies of automated systems and peripheral equipment; the ability to assist in the installation, testing, documentation and maintenance of application packages and subroutines; the ability to communicate effectively with superiors, associates, and departmental personnel; the ability to prepare and assemble complete documentation to support new or modified computer programs and procedures; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a college of recognized standing including or supplemented by successful completion of advanced courses in computer science; and

**Experience:** Such as may have been gained through: employment in a technical position that involved work in the area of systems or programming.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

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