CLASS TITLE: PROGRAMMER/ANALYST MANAGER

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, coordinate, direct and evaluate the work of two or more application support teams of programmer/analysts engaged in implementation of automated systems of a broad and widely diffused nature among agencies and departments of state government; to serve as a resource and act in an advisory capacity to user agencies; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a Deputy Information Processing Officer with wide latitude for the exercise of initiative and independent judgement in systems development functions; work is subject to review upon completion for results obtained and conformance with agency policies and objectives.

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews the work of teams engaged in systems development and maintenance activities.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, coordinate, direct an evaluate the work of two or more application support teams of programmer/analysts engaged in the implementation of automated systems of a broad and widely diffused nature among agencies and departments of state government.

To serve as a resource and act in an advisory capacity to user agencies.

To direct system development and maintenance activities including systems analysis, systems design, and programming for large applications or related groups of smaller applications.

To effectively utilize systems development resources in meeting the information systems goals and plans of the organization.

To coordinate the planning, testing and operation phases of automated systems; to oversee the operation of entrusted automated systems assuring timeliness and accuracy of products.

To recommend and implement modifications of systems through revisions to methods of operations with equipment, computer programs and personnel to meet economy of systems objectives.

To promote the use of the computer and of data networks by identifying new and potential users and application areas; to determine the scope of new applications; to establish schedules and priorities for systems development projects and support services; to assist in coordinating production schedules.

To evaluate applications software.

To develop, disseminate and ensure adherence to systems design and programming standards; to advise and make recommendations to superiors on matters relating to systems development.

To coordinate the development of documentation according to established standards.

To establish and maintain formal and informal training programs for staff development.

To assist user agencies with the preparation of requisitions and Request for Proposals (RFP), for the procurement of data processing and programming services.

To deal directly with contractual providers of data processing and related services.

To review and evaluate the cost benefit of systems processing and recommend optimum methodology.

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 data processing

systems; a thorough knowledge of the capabilities, programming techniques and intricacies of automated systems and peripheral equipment; a thorough knowledge of relational database principles, practices and techniques; a thorough knowledge of modern management principles and practices; a working knowledge of the statutes, policies and regulations pertinent to application content; the ability to apply such knowledge, principles, practices and methods effectively; the ability to plan, organize and supervise the work of applications support personnel engaged in the conversion of departmental procedures, problems and data to automatic data processing; the ability to communicate effectively with subordinates, superiors and departmental personnel; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a degree in computer science including or supplemented by successful completion of courses pertinent to the operating system/language specialties; and

Experience: Such as may have been gained through: considerable employment in a highly responsible position planning, coordinating, supervising and reviewing the work of an applications staff engaged in systems development functions involving one or more pertinent application specialties.

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

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