

TITLE OF GROUP OF TITLES
TITLE OF CLASSES IN GROUP

PROGRAMMER / ANALYST I

	Class Code	EO
(ADABAS / NATURAL)	02798700	C
(COBOL)	02787500	C
(COBOL CICS)	02799600	C
(ORACLE)	02792001	B
(UNIX/SQL)	02791500	B
	Pay Grade:	28A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To conduct technical work in systems analysis, systems design and programming activities in a specialty area; to assist a superior in performing the most complex and difficult technical work; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with latitude for the exercise of independent judgement; work is reviewed in process and upon completion for results obtained and conformance with policies and objectives.

SUPERVISION EXERCISED: As required, may supervise the work of subordinate technical and clerical employees assigned to assist in a project.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To conduct technical work in systems analysis, systems design and programming activities in an area of specialization; to assist a superior in performing the most complex and difficult technical work.

To interview users and formulate problem statements; to devise data processing solutions for projects under development.

To consult with and advise users on applicable software and hardware.

To create a detailed list of activities for each project or sub-system being developed.

To check all system logic for compliance with standards and needs.

To install, test, document and maintain application packages and subroutines received from vendors and users.

To conduct necessary user education on various programming systems and available software packages.

To provide end user support and technical assistance for application packages.

To assist in the development and evaluation of systems and programming standards.

To perform and/or coordinate data processing tasks necessary for project completion.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles, practices and techniques required in assessing the feasibility, applicability, necessity, goals and cost of data processing systems; a working knowledge of the capabilities, programming techniques and intricacies of automated systems and peripheral equipment directly relating to a programming specialty; the ability to install, test, document and maintain application packages and subroutines associated with software specialty; a working knowledge of the personal computer and the ability to utilize it effectively; 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 including or supplemented by successful completion of courses in computer science; and

Experience: Such as may have been gained through: employment in an analytical position involving applications programming in the area of specialization.

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

Class Revised: February 1, 1998

Editorial Review: 3/15/03