

<i>Code: 1463</i> <i>Title: PROGRAMMER/ANALYST</i>

SUMMARY: This classification analyzes, designs, tests and maintains specific application systems used in County departments. It is distinguished from Programmer by its additional depth of technical knowledge, skills and performance of systems analysis.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Meets with end-users to determine specific requirements for computer programs and systems;
Codes and tests new programs and revisions to existing programs, using appropriate machine-languages, modules and subroutines;
Prepares, reviews and documents computer-oriented flow charts;
Documents all program and systems analysis and programming;
Establishes and maintains appropriate system/program security measures;
Identifies, documents and resolves program/system conflicts with other systems and programs;
Provides technical training to professional and paraprofessional staff;
Performs research and generates technical and status reports requested by departmental staff;
May serve as lead programmer or programmer/analyst to professional and paraprofessional staff for complex or unique projects;
May supervise and evaluate assigned staff.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and techniques of applications programming and systems analysis applicable to area of assignment;
- principles and techniques of block diagramming and flow-charting;
- machine language(s) applicable to area of assignment;
- operating principles, capabilities and limitations of information processing systems, modules and sub-routines;
- principles and techniques for the adaptation of office procedures to information processing systems;
- principles and techniques for development and maintenance of data communications, security and privacy measures;
- mathematics and statistical methods applicable to the use of information processing systems;
- research methods including the design, analysis and documentation of results for generating reports;
- effective training and communication techniques.

Skill in:

- analyzing application programs and system operations and organizing their component parts into logical order;
- developing and preparing program block diagrams and flow-charts;
- develop or revise programs, using appropriate machine language(s);
- identifying, analyzing and resolving programming problems applicable to information processing systems;
- designing, implementing and maintaining data communications, security and privacy measures for assigned programs and/or systems;
- organizing, conducting, analyzing and documenting computer program research and development;
- training other staff in programming and systems analysis techniques;
- performing research and generating reports;
- communicating effectively.

MINIMUM QUALIFICATIONS: EITHER:

(1) An Associate's degree from an accredited college, university or technical school with a major in computer science, information systems, programming or programming analysis, and one year of programming experience. [Additional relevant programming experience may be substituted for the educational requirement.]

OR:

(2) A technical diploma/certification from an accredited vocational/technical school in programming, computer science or management information systems, and two years of programming experience.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require, at the time of appointment or prior to completing of initial/promotional probation, an industry-recognized certification appropriate to the duties or systems support, e.g., network engineer, MCSE, etc. Some positions may require specialized certification or licensure relative to assignment at time of appointment or prior to completion of an initial or promotional probation period. Failure to obtain/maintain required licensure/certification shall be grounds for termination.

Special Notice Items: Some positions may require satisfactory completion of a personal background investigation, polygraph examination and/or pre-/post-appointment drug-testing by law enforcement agencies due to need for access to law enforcement, corrections or Courts facilities, property and associated confidential and sensitive information, documents, communications and database systems.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.