

COUNTY OF SOLANO

PROGRAMMER ANALYST

DEFINITION

Conducts systems analyses; designs, codes, develops and implements new and/or existing computer programs; maintains assigned systems; debugs and corrects any problems within the assigned system; develops new tools and resources and makes them available to end-users.

CLASS CHARACTERISTICS

This class is characterized by the responsibility to perform basic systems analysis and programming activities in support of automated information systems. It is distinguished from the Systems Analyst by the latter's primary focus on systems analysis, design and functional specifications.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned supervisor.

Exercises no supervision.

EXAMPLES OF DUTIES *-Duties may include but are not limited to the following:*

Conducts organizational analyses to discover and analyze work processes, information requirements, applicable policies and procedures and desired output; constructs data flow charts; designs and programs new systems and applications to maximize efficient usage of automated systems that include online, batch, reporting and electronic data interchange applications.

Assists in the development of automated systems, data base design and new policies and procedures to implement same; writes and tests programs; prepares customer/user and operational documentation to implement automated information processing system; develops input forms/report formats; develops and documents back-up and recovery procedures for computer programming systems; assists in customer/user training.

Researches data processing problems to discover source of errors; analyzes systems information and makes necessary program operational and/or documentation changes to correct errors.

Receives and analyzes request for changes to existing systems; determines conversion impact; prepares and tests programs to effect necessary changes in information output.

Trains programmers and provides technical expertise in programming, systems analysis and department policies and procedures; may serve as a team leader in systems design, development, implementation and maintenance.

Documents application changes, new systems, system enhancements, program and data structures and flow.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of computer programming.

Practices and techniques of preparing customer/user and operational documentation analysis.

Correction of programming and/or equipment errors.

Organizational systems analysis and its application to the development of automated information systems.

User training methods.

Program design methodology.

Skills to:

Basic office and computer equipment.

Ability to:

Research, analyze and document work processes and information requirements.

Understand and employ programming languages.

Learn, use and modify new computer software systems.

Understand, interpret and explain laws, regulations and policies governing department program operations.

Develop and implement operational procedures.

Identify and analyze administrative problems and implement operational changes.

Collect and analyze data to establish and identify needs and evaluate program effectiveness.

Prepare narrative and statistical reports.

Use proper coding and programming techniques.

Proofread and/or edit for errors in coding or logic.

Research regulations, procedures and/or technical reference materials.

Experience and Education/Training

Experience:

Two (2) years of computer programming and design experience which includes some system analysis. Additional programming experience may substitute on a year for year basis for the educational requirement.

Education/Training:

Associates degree is required in programming and data structures.

SPECIAL REQUIREMENTS

No special requirements.

SUPPLEMENTAL INFORMATION

Independent travel will be required.

Incumbents may be required to work outside normal business hours.

Candidates for positions in this class may be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

This class may be used to under fill positions allocated to other classes in the series for training, budgetary or staffing purposes.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of lightweight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

Director of Human Resources

Revised Date: November 2002

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