

## **PROGRAMMER/ANALYST, SENIOR**

Performs complex systems programming duties including analyzing, designing, developing, modifying, and maintaining software; provide maximum efficiency in the utilization of applications programs; performs a variety of technical tasks relative to assigned area of responsibility.

### **CLASSIFICATION DISTINCTIONS**

This is the senior level in the Programmer/Analyst job family. Incumbents work under broad direction with considerable independence. Incumbents have greater responsibility for actual complex designing and programming of new systems and maintaining existing small to medium sized systems within the organization. The Senior Programmer/Analyst will also act as Project Manager on small systems projects that may involve a team of Information Technology staff members and client participants.

The Senior Programmer/Analyst is distinguished from the Principal Programmer/Analyst in that the Principal Programmer/Analyst acts as Project Manager on large and complex systems projects involving large project groups that include Information Technology staff, clients, contractors, vendors, and other project participants. The Principal Programmer/Analyst is also responsible for managing the most complex systems programming and maintenance projects.

### **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Administer and maintain 3rd-party systems. Evaluate 3rd party software packages for identified client needs. Communicate findings and make recommendations to clients.
- Install and implement newly purchased software. Convert data from existing systems to new systems. Provide on-going system maintenance for client.
- Conduct data base administration and tuning. Perform disk input/output (I/O) balancing, data base defragmenting, and memory tuning as system requires.
- Participate in data base and operating system upgrades. Coordinate with 3rd party vendors for compatibility with current data base and operating system versions. Test installed version to ensure system is running properly.
- Maintain and provide enhancements to existing systems. Evaluate maintenance or problem areas and determine appropriate action. Provide emergency maintenance on broken programs. Write new programs, reports, or screens to enhance client efficiency. Make data corrections by changing or deleting bad data.
- Facilitate installation of 3rd party systems. Install and set-up new PC based systems. Convert data to new system.

- Design, develop, and implement new systems. Analyze user needs and expectations for new system. Develop design specifications including project scheduling and estimating project hours. Program or coordinate programming with IT staff. Test system and coordinate user evaluation and testing process. Implement new system for client.
- Write system and user documentation.
- Develop and deliver user training on new systems or system upgrade changes.
- Evaluate new projects, languages, and tools and develop recommendations.
- Coordinate and process security requests. Specify user access to data base screens. Forward security requirements to appropriate IT. staff for mini-system security requirements. Create users, log-ins, permissions for identified screens and tables on PC based systems.
- Perform other related duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Bachelor's degree or equivalent experience in computer science, business administration, or related field and a minimum three years' professional programming experience.

Or any combination of training and experience that would provide the required knowledge, skills and abilities will be considered.

**Knowledge of** current principles of data processing and computer science; principles and techniques of complex programming and systems analysis; operational characteristics of data processing equipment and peripherals; methods and procedures of computer software design, development, and maintenance; applicable programming languages; report preparation, research methods, and statistical principles; methods of effective project planning and management.

**Ability to** coordinate and participate in systems analysis, design, and programming; analyze data and develop logical solutions to complex programming problems; accurately identify and evaluate client software needs and requirements; develop and deliver clear and concise reports for intended audience; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

Incumbents typically work in an office setting. Work involves management of multiple priorities and can involve face-to-face interactions in time-line driven situations. Essential tasks may include prolonged sitting at a computer terminal, use of telephone, writing, and driving to various sites for meetings.

Office use: 6/22/00