

PROGRAMMER ANALYST SUPERVISOR

(UNCLASSIFIED)

NATURE OF WORK IN THIS CLASS

This position is designed in the unclassified service to direct the planning, developing, testing, and documenting of computer programs within the Application Support Division of a Data Processing.

ILLUSTRATIVE EXAMPLES OF WORK (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Evaluates user requests for new or modified computer program to determine feasibility, cost and time required, compatibility with current system, and computer capabilities.

Consults with user to identify current operating procedures and clarify program objectives.

Formulates plan outlining steps required to develop program and submits plan to user for approval.

Prepares flow-charts and diagrams to illustrate sequence of steps that program must follow and to describe logical operations involved.

Designs computer terminal screen displays to accomplish goals of user request.

Converts project specifications into sequence of detailed instructions and logical steps for coding into language processable by computer.

Enters program codes into computer system; enters commands into computer to run and test program.

Reads computer printouts or observes display screen to detect syntax or logic errors during program test, or uses diagnostic software to detect errors.

Replaces, deletes, or modifies codes to correct errors.

Analyzes, reviews, and alters program to increase operating efficiency or adapt to new requirements.

PROGRAMMER ANALYST SUPERVISOR (Unclassified)**ILLUSTRATIVE EXAMPLES OF WORK (Con't)**

Writes documentation to describe program development, logic, coding, and corrections.

Writes manual for users to describe installation and operating procedures.

Recreates steps taken by user to locate source of problem and rewrites program to correct errors.

Installs and tests program at user site; monitors performance of program after implementation.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles, practices, functions and capabilities of electronic data processing.

Knowledge of the principles, practices and techniques of computer programming.

Knowledge of the principles and practices of system analysis and design.

Ability to administer electronic data processing systems design and analysis of applications activities.

Ability to supervise programmers and analysts.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with abstract and concrete variable.

Ability to evaluate systems and processes, and recommend adapting to cost savings electronic data processing techniques to improve program effectiveness principles, practices, functions and capabilities of electronic data processing.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to interpret and apply pertinent laws, rules and regulations.

PROGRAMMER ANALYST SUPERVISOR (Unclassified)**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS**

Ability to prepare cost estimate information for computer services.

Ability to work effectively with the public and employees.

Ability to communicate effectively.

PREFERABLE EXPERIENCE AND TRAINING

- A. Five (5) years of professional programming and systems analysis work and graduation from a recognized college or university with a Bachelor's degree in computer science, information science, business administration, mathematics or related fields; or
- B. Eight (8) years of professional programming and systems analysis work and graduation from a recognized college or university with an Associate's degree in computer science, information science, business administration, mathematics or related fields.

ESTABLISHED: APRIL 1996

PAY GRADE: O

HAY EVALUATION:

KNOW HOW:	EI3	264
PROBLEM SOLVING:	E3 (33%)	87
<u>ACCOUNTABILITY:</u>	<u>E1C</u>	<u>100</u>
TOTAL POINTS:		451



ELOY P. HARA
 Executive Director
 Civil Service Commission