

SENIOR PROGRAMMER ANALYST

(UNCLASSIFIED)

NATURE OF WORK IN THIS CLASS

This position is designed to perform systems design and documentation based on approved functional specifications; prepares complete programming package for coding and testing, and follows all systems details through to completion, including writing programs; and interacts with users as well as all other components of the Data Processing organization.

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.)

Gathers data to analyze the applications; interviews user personnel; examines documents, file, and reports related to the work-flow; and documents procedures both within and outside the realm of computer automation.

Oversees the detail design of application logic including individual programs; provides technical assistance to Junior Programmer/Analysts.

Produces program logic for complicated functions and performs coding and unit testing.

Reviews and corrects production programs in accordance with approved user recommendations.

Creates schedules for completion of programming and tracks progress with supervisor.

Assists management in making time and cost estimates, and in developing realistic schedules with supervisor.

Assumes prime responsibility for systems implementation including the monitoring of programming, systems testing, and conversion.

Maintains a familiarity with systems software as well as communicating equipment and techniques.

Performs related duties as required.

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

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

Knowledge of the principles and practices of computer programming.

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

Ability to lead the work of others.

Ability to learn and apply the administrative, reporting or statistical systems commonly used by supervisors in government.

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 think logically and pay close attention to details.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to maintain records and prepare reports.

Ability to work effectively with the public and employees.

Ability to communicate effectively.

SENIOR PROGRAMMER ANALYST (Unclassified)

PREFERABLE EXPERIENCE AND TRAINING

- A. Three (3) years of professional experience in applications programming work or 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. Six (6) years of professional experience in applications programming work or 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: M

HAY EVALUATION:

KNOW HOW:	E12	200
PROBLEM SOLVING:	E3 (33%)	66
<u>ACCOUNTABILITY:</u>	<u>D2C</u>	<u>76</u>
TOTAL POINTS:		342

E. Hara

ELOY P. HARA
Executive Director
Civil Service Commission