

PROGRAMMER ANALYST I

NATURE OF WORK IN THIS CLASS

This is moderately complex professional computer programming and systems analysis work.

Employees in this class analyze, document and design and program computers of limited scope and complexity.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Designs and develops computer systems; identifies subject matter processes to be automated and organized into data systems.

Establishes the flexibility of computer application programming specifications and analyzes the existing application programs to improve or correct problems.

Develops, analyzes and writes new programs to enhance the efficiency of computer operations and to meet new requirements. Develops documentation and operating instructions for computer program operations.

Monitors the operation of programs and diagnose and corrects errors in logic, coding and commands.

Gathers information from user and coordinates work efforts to ensure efficient use of computer applications.

Performs related work as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principle operations and practices of a management information system.

Knowledge of computer systems, analysis and techniques.

Knowledge of computer programming principles, techniques and practices.

Ability to apply sound judgement in analyzing and organizing work processing problems for computer solutions.

Ability to prepare specifications for development of computer programs.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING

- A) Bachelor's degree in computer science and two (2) years of experience in computer programming and systems analysis work; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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