

## PROGRAMMER ANALYST

### NATURE OF WORK

This is senior level professional work in analyzing and designing computer systems and providing consultation services to faculty and staff.

Employees of this class are responsible for analyzing computer needs and proposing solutions. Work involves identifying information requirements, performing feasibility studies, designing, testing and implementing systems of programs and writing system documentation. Work, also, includes the design and development of computer programs, the implementation of computer packages and programs obtained from external sources and the preparation and presentation of seminars. This class is distinguished from that of the Systems Analyst class by the nature and complexity of projects undertaken. Employees in this class have considerable contact with faculty and staff in providing assistance in the application of computer facilities to research, teaching and/or administrative areas. Work assignments are received from a technical supervisor and reviewed through discussion and observation of results obtained.

### ILLUSTRATIVE EXAMPLES OF WORK

Conducts limited analysis in study areas, defines problems and objectives and recommends solutions; designs reports, forms, files and formulates logic in a systems project; prepares user requirements, systems proposals, and specifications for presentation to customers.

Develops program specifications for use by programming staff and prepares procedures to train users in system operation.

Provides consultation to faculty, staff, and students with respect to program design and debugging, programming techniques, use of standard programs/packages, and other services provided by the Department and its resources.

Designs, develops, documents, and implements programs in a manner which ensures that requirements are met as efficiently as possible.

Implements packages and programs, documenting, modifying and or converting as necessary for use on various types of computer equipment.

Prepares schedules and cost estimates for single programs and/or a related series of programs.

Prepares papers, articles, and memos discussing products, services, facilities, and programming techniques, as required.

Corresponds with suppliers of programs and packages regarding selection, acquisition, and problem solving and assists in the evaluation of such products.

Supervises and directs assigned personnel in specific programming activities.

Performs related work as required.

### **REQUIREMENTS OF WORK**

Considerable experience in the design and development of computer programs supplemented by experience in analyzing and designing computer systems; graduation from a four-year college or university with major course work in computer science or area of assignment; or any equivalent combination of experience and training which provides the following knowledge and skills:

Considerable knowledge of the applicability of data processing to a variety of situations and processes.

Considerable knowledge of the basic principles and methods of the field of assignment.

Considerable knowledge of the limitations, capabilities, uses and service requirements of computer and allied equipment.

Considerable knowledge of the computer systems.

Knowledge of system analysis and project management techniques.

Ability to organize work independently and to complete assignments in accordance with general industry standards.

Ability to impart information and express ideas effectively, both orally and in writing.

Ability to deal with clients in a cooperative, courteous and professional manner.

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**1992.12.03**

**Confirmed: 2004.01.05**