

## PROGRAMMER/ANALYST

### DEFINITION

To design data processing systems and write computer programs; and to assist faculty and students in the use of data processing facilities.

### DISTINGUISHING CHARACTERISTICS

The class of Programmer/Analyst is the journey level in the Programmer/Analyst series. Incumbents in this class work relatively independently in developing computer systems for the solution of the most complex problems. Programmers II normally may advance to the Programmer/Analyst level as they gain the required competency and experience, and as they are assigned the more complex problems.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the appropriate departmental manager.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Participate in review and definition of project areas, general objectives and overall procedures.

Analyze and design systems and programs; evaluate user requests; design programs and interface with existing software; evaluate user procedures.

Write documentations and conduct training sessions.

Install software packages; run and test programs; debug errors; make necessary program modifications.

Code, test, debug and document programs.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and techniques of studying work processes for new or revised computer applications.

Principles and techniques of designing methods of processing data.

Principles and techniques of program planning, machine scheduling, form design, and control requirements.

The operation of electronic computer systems and related equipment.

Basic elements of systems and procedures analysis.

(Over)

Skill to:

Analyze data and situations, reason logically, draw valid conclusions and develop effective solutions to systems problems.

Participate in and direct complex studies.

Design methods of processing data with electronic computers.

Communicate effectively and tactfully in both written and oral form.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Two years of experience performing duties equivalent to those assigned to a Programmer II in the District.

Training:

Equivalent to completion of the requirements for an Associate degree with either a major in data processing or completion of college mathematics through at least one course in advanced math, and successful completion of a basic programming course and an advanced systems course.