

PROGRAMMER/SYSTEMS ANALYST I

NATURE AND VARIETY OF WORK

This is entry level professional programmer/systems analyst work. Incumbents are responsible for (1) design, development and implementation of automated systems, and (2) the formulation/integration/formatting of software packages and related hardware to satisfy user needs. Work is performed under the close supervision of a higher level Programmer/Systems Analyst or other designated supervisor and evaluated in terms of technical adequacy and accuracy.

Upon the satisfactory completion of a probationary period, entry level incumbents may be non-competitively promoted to the II full performance level at management's discretion.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Assists in conducting research into operating procedures for a variety of activities relative to programmer/systems analyst work; assists in the analysis of the study of detail programmer/systems requirements.

Develops basic logic or flow charts and diagrams based on current practices; translates by means of established compiler or assembly system language, specific programmer statements into program of instructions for computer systems.

Assists in the analysis of type, variety and extent of information to be processed to determine the applicable program in order to interface with current or proposed operations.

Verifies accuracy and completeness of programs by executing program testing; checks and analyzes specific program details to refine procedures and to reduce computer operating time; corrects program errors and improves techniques by reviewing specific program instructions or altering order of operation.

Assists in the preparation of miscellaneous reports and informational material in support of preliminary work programs.

Develops written data processing instructions for operating personnel.

May be required to use automated equipment in conjunction with assigned duties and

responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of standard computer operations.

Knowledge of standard operating computer systems.

Ability to present facts clearly and concisely, both orally and in writing.

Ability to apply fundamental logic in analyzing methods and procedures and be able to present logical and intelligible solutions to programmer/systems analyst problems.

Ability to follow and understand complex and written instructions.

Ability to visualize the flow of data through machine process and to deal with abstractions.

Ability to communicate effectively, both orally and in writing.

Ability to develop and define the extent of complex research and work studies.

Ability to maintain accurate records.

Ability to establish and maintain effective work relationships with departmental officials and other employees.

MINIMUM QUALIFICATIONS

Bachelor's degree in computer science, mathematics, or business administration, plus six (6) months experience in data processing; or an equivalent combination of education, training and experience.

NEW: 10/88