

PROGRAMMER/SYSTEMS ANALYST III

NATURE AND VARIETY OF WORK

This is senior/lead level professional programmer/systems analyst work. Incumbents are responsible for the most complex assignments in (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 general supervision of a higher level Programmer/Systems Analyst or other designated supervisory official and evaluated in terms of technical adequacy and accuracy.

EXAMPLES OF WOR: (ILLUSTRATIVE ONLY)

Leads/coordinates research into operating procedures for a variety of activities relative to programmer/systems analyst work assignments.

Prepares general and detailed 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.

Analyzes 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.

Prepares miscellaneous reports and informational material in support of preliminary work programs.

Develops written data processing instructions for operating personnel.

May lead subordinate programmer/systems analyst in all phases of work.

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

Thorough knowledge of standard computer operations.

Thorough 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 communicate effectively, both orally and in writing.

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

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

Ability to maintain accurate records.

Ability to lead subordinate level programmer/systems analyst.

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 two (2) years of experience in data processing; or an equivalent combination of education, training and experience.

NEW: 10/88