

PROGRAMMER/SYSTEMS ANALYST IV

NATURE AND VARIETY OF WORK

This is supervisory and administrative professional programmer/ systems analyst work. Incumbents in this class are responsible for (1) supervising and coordinating programmer/systems analyst functions, (2) design, development and implementation of automated systems, and (3) the formulation/integration/formatting of software packages and related hardware to satisfy user needs. Work is performed under the general supervision of a higher level management position. Work performance is evaluated in terms of adherence to established rules, policies and regulations and overall contribution to departmental goals and objectives.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate positions as defined in Section 16-102(59) of the Personnel Law.

Plans, organizes, coordinates and controls activities of the programmer/systems analyst program.

Evaluates work requirements and assigns and evaluates work outputs; ensures project completion and deadlines are met.

Provides technical and professional guidance on questions relative to programmer/systems analyst staff and other personnel using the system.

Finalizes formal documentation and programmer/systems analyst specifications; supervises the writing of summary and the development of system tests and conversion plans where applicable.

Participates in the development of divisional/sectional budget.

Develops and conducts feasibility studies regarding computer software and hardware needs and the economic impact as appropriate.

Prepares management reports on systems operations.

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

Extensive knowledge of standard computer operations.

Extensive 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 develop and define the extent of complex research and work studies.

Ability to communicate effectively, both orally and in writing.

Ability to maintain accurate records.

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

Ability to supervise subordinate staff.

MINIMUM QUALIFICATIONS

Bachelor's degree in computer science, mathematics, or business administration, plus three (3) years of experience in data processing in which at least one (1) year must have involved lead/supervisory duties; or an equivalent combination of education, training and experience.

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