

COMPUTER SYSTEMS ANALYST/PROGRAMMERDEFINITION

Under general supervision, analyzes, defines, designs and implements systems and applications for micro-computers, personal computers and the mainframes to serve departmental needs.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Confers with department personnel to ascertain specific needs; defines project scope, system, application and function requirements; ascertains specific output requirements such as: report format, degree of data summarization and types of breakouts; analyzes and evaluates existing systems including software and hardware requirements; recommends, develops and designs new systems; writes operating procedures; recommends, develops and designs new systems; writes operating procedures; recommends the use of common data bases and procedures to be used on data bank interfaces; prepares work plans and proposals; identifies systems testing and debugging processes; develops and designs procedural and instructional manuals to assist department personnel; provides liaison between user departments and computer services unit for systems development and implementation; performs basic programming functions and other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this journey-level class will be responsible for complete projects, subsystems projects or simple design and development. This class is distinguished from Programmer Analyst primarily by virtue of its emphasis on system design rather than programming work alone. The work involves mini and micro computers and their interface with the mainframe system and equipment.

RECOMMENDED MINIMUM QUALIFICATIONS

Two years experience in system design for micro and personal computers, programming in COBOL and BASIC. Graduation from an accredited four-year college or university with a degree in computer science, public administration, business administration or a related field including or supplemented by successful completion of coursework in electronic data processing, computer programming, systems design or other related field and data processing, computer programming, systems design or other related field may be used in combination with experience to provide the knowledge, skills and abilities listed below.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge in: micro computers, personal computers, mainframe interface and communications; systems analysis, and programming in COBOL and BASIC.

Ability to: formulate, analyze and prepare new systems analysis, system design and implementation procedures; prepare clear and logical proposals, reports and documentation; work effectively with associates and user personnel and maintain close working relationships with user management and other employees.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer combines technical knowledge in systems and programming with excellent analytical and communication skills to assist customers with information needs. This individual enjoys working independently with substantial discretion in decision-making or as a key member of a problem-solving team.

Class title established per Council Resolution No. 84-105,
effective 9-1-84

Class Specification Revised: 7/94