

PROGRAMMER ANALYST DEFINITIONESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Provides technical consulting on complex projects. Formulates/defines systems scope and objectives. Prepares estimates of schedule, cost, and resource requirements for development and/or maintenance related projects. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitation, operating time and form of desired results. Prepares detailed specifications from which programs will be written. Is responsible for program design, coding, testing, debugging, documentation, and maintenance. Performs applications systems analysis and programming. Designs and develops graphical user interfaces, business rules, reporting, program processing, and data base interfaces. Designs, codes, integrates, and tests programs within a pre-defined standard methodology. May serve as coordinator and liaison between users and computer operations during production. May instruct, direct and check the work of other applications systems analysis and programming personnel. May perform quality assurance review responsibilities. May work on mainframe, mini, and micro host computers. Performs other related functions as assigned.

Depending on assignment, additional essential functions include, but are not limited to:

Visual Basic: Serves as a member of a software project team focusing on client/server applications using MS Visual Basic and MS SQL Server/Oracle DBMS. May perform Rapid Application Development (RAD).

COBOL: Works on enterprise wide applications on hosted mainframe and mini computers. Maintenance assignments predominate, though some tasks relate to new development. Extensive customer interaction and computer operations interface on production related tasks. May use 5GL tools.

Oracle: Creates, configures, manages and monitors Oracle 7.x databases; manages memory structures, storage, fragmentation, system resources. Maintains UNIX system and Oracle data base security. Controls and administers user access, privileges and resources. Ensures data integrity; performs database backup and recovery. Customizes data bases, creates and manages rollback segments and read-only table space. Identifies and fixes operational problems. Configures UNIX environment and directory structure for an Oracle data base and development tools. Uses Oracle development tools to create new applications and for add-on modules to purchased Oracle applications.

DISTINGUISHING FEATURES OF THE CLASS

RECOMMENDED MINIMUM QUALIFICATIONS

Experience as a programmer including significant experience in one or more of the specialized assignments (Visual Basic, COBOL, Oracle) and significant hands-on work in commercial quality development/maintenance, or any equivalent combination of experience and training that provides the knowledge, skills and abilities listed below. Graduation from an accredited four-year college or university with extensive coursework in computer programming, data base design and development, and client/server systems may be used in combination with experience to meet the minimum requirements.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: various programming languages appropriate to specific business applications or specialized assignments; business processes; operating systems, program libraries, compilation, linkage, overlays, system calls, and database design.

Skill in: use of tools and techniques of commercial grade programming and data base design; manipulation of electronic devices, computers and a variety of keyboards.

Ability to: work efficiently on poorly documented systems; work well both independently and as part of a team; perform tasks related to all phases of applications systems analysis and programming; exercise good judgment in decision making; operate with discretion while performing duties which involve highly sensitive data and access to confidential decision processes; analyze system requirements, determine user needs and prepare application requirements, software design descriptions, test procedures and user manuals; establish and maintain effective working relationships with customers, co-workers, vendors, and management at all organizational levels; communicate clearly and effectively both orally and in writing; lift and carry objects weighing up to 40 pounds; recognize and respond to alarm sounds and equipment-generated signals.

Depending on assignment, additional knowledge, skills and abilities include:

Visual Basic: Knowledge of: ODBC and ActiveX technology; relational and object oriented data base design and programming. Ability to: program in C or C+ a plus; use and develop Windows NT workstation.

COBOL: Knowledge of: system environment factors and parameters of Unisys V- and/or A-series computers and peripherals which affect applications. Ability to: work on enterprise-wide applications on hosted mainframe and mini computers; design and perform database administration functions on Unisys DMSII data bases; perform trouble shooting and enhancements on mission critical systems; use 5GL tools; develop and document production procedures, including data back up and data integrity procedures; work efficiently and effectively on poorly documented systems.

Oracle: Knowledge of: RMDS; Oracle ver. 7.x and UNIX operating system; Oracle Enterprise/2000, Oracle SQL*DBA, Oracle Workgroup/2000, Developer/2000, Designer/2000, and Oracle SQL*Net; data base management theory and practice; knowledge of ATT-based UNIX is preferred. Ability to: develop UNIX shell scripts and perform general system maintenance tasks.

SPECIAL REQUIREMENT: Possession and retention of a valid California Class C Driver's License.

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. 98-080,
effective 12-1-98. Title change from Computer Programmer Analyst.

ADA Approved: 06/02