



Programmer Analyst

Position Information

Code/ID: Not Entered

Grade:

Department: Information Technology

11

Job Classification: Exempt

EEOC Category: Professionals

Asset Size: 2022 \$200M-\$400M

Role

Analyzes and evaluates existing or proposed systems, and devises innovative computer programs, systems, and related procedures to process data. Prepares program specifications and diagrams, and develops coding logic flowchart. Encodes, tests, debugs, and installs the operating programs and procedures in coordination with computer operations and user departments. Uses a full range of programming tasks, including program design, program coding, debugging and documentation for the core data processing system, and peripherals, including data manipulation, input and output routines reflecting a variety of equipment configurations

Major Duties and Responsibilities

WEIGHT	DESCRIPTION	ESSENTIAL
30%	Collaborates with clients, end users and other personnel to assess usability needs, requirements and specifications for the requested program or application. Project implementation and reporting.	✓
20%	Analyzes existing program logic to identify causes of program malfunctions; modifies program logic to eliminate problems or increase the operational efficiency of the program. Modifies, replaces or removes code to resolve programs and errors.	
10%	Maintains knowledge of trends and developments in related areas of technology and programming.	
10%	Facilitates installation of software; monitors performance and effectiveness after installation.	
10%	Program coding, debugging and documentation for the core data processing system. Performs diagnostic testing on programs which may include reading code or running diagnostic software to detect syntax or logic errors.	✓
10%	Designs and programs applications and software to meet identified needs. Builds and creates SQL reports.	✓
5%	Performs other related duties as assigned.	
5%	Provides training to end users on effective use of applications and programs.	

Knowledge and Skills

EXPERIENCE

Working knowledge of Microsoft SQL, HTML, ASP, XML, JavaScript, .NET and Visual Basic. Microsoft Access, Microsoft IIS / Apache, SQL Server Database. One year of related work experience required.

EDUCATION/CERTIFICATIONS/LICENSES

Certifications such as MCSA, MCAD, MCSD, MCDBA desirable.

INTERPERSONAL SKILLS

Excellent verbal and written communication skills. Excellent organizational skills and attention to detail. Excellent time management skills with a proven ability to meet deadlines. Strong analytical and problem solving skills. Thorough understanding of design, testing, and modification of programs and applications. The ability to quickly learn the coding and programming languages used in the organization.

ADA Requirements

PHYSICAL REQUIREMENTS

Perform primarily sedentary work with limited physical exertion and occasional lifting of up to 20 lbs. Must be capable of climbing / descending stairs in emergency situation. Must be able to operate routine office equipment including telephone, copier, facsimile, and calculator. Must be able to regularly perform work on computer for an average of 6-8 hours per day, when necessary. Must be able to work extended hours whenever required or requested by management. Must be capable of regular, reliable and timely attendance.

WORKING CONDITIONS

Must be able to routinely perform work indoors in climate-controlled private office with minimal noise.

MENTAL AND/OR EMOTIONAL REQUIREMENTS

Must be able to perform job functions independently and work effectively either on own or as part of a team. Must be able to plan and direct the work activities of self and others. Must be able to read and carry out various written instructions and follow oral instructions. Must be able to speak clearly and deliver information in a logical and understandable sequence. Must be capable of dealing calmly and professionally with numerous different personalities from diverse cultures at various levels within and outside of the organization and demonstrate highest levels of customer service and discretion when dealing with the public. Must be able to perform responsibilities with composure under the stress of deadlines / requirements for extreme accuracy and quality and/or fast pace. Must be able to effectively handle multiple, simultaneous, and changing priorities. Must be capable of exercising highest level of discretion on both internal and external confidential matters.