

PROGRAMMER ANALYST

DEFINITION

Under the direction of the Systems Analyst, to develop computer programs required for data processing applications; to perform a variety of systems analysis, modification and design work; and do related work as required.

EXAMPLES OF DUTIES

Works with nontechnical users to produce functional descriptions for computerized educational and business programs, systems and sub systems; works independently or as a member of a development team to produce new computer programs, systems and sub systems; writes, tests and documents computer programs; modifies existing programs to reflect changes in operating systems and equipment configurations or user needs; assists other Programmer Analysts with technical problems; provides technical training and work assignments and direction to EDP Programmer Trainees; works with nontechnical users to resolve operational problems with existing computer systems; provides training to nontechnical users on the use of data processing systems and equipment; documents procedures on the use of new or existing computer systems; assists the System Analyst in preparation of test data, file layouts and in debugging programs and systems; independently resolves problems, conducts project feasibility studies, completes functional descriptions of user needs, codes, tests and implements computer systems; prepares diagrams, instructions and flow charts; develops input and output forms, records, reports and screens; determines causes of program and system malfunctions and makes recommendations for correction.

REQUIRED QUALIFICATIONS

Knowledge of:

- Structured programming and documentation methods and techniques;
- Computer operations, procedures and capabilities with emphasis on the IBM 4300 computer with disk and IBM punch cards and related data processing equipment;
- File structures and capabilities of data processing equipment;
- General data base management concepts;
- Basic systems analysis and design principals and methods;
- General school district organization, function and purpose;
- Personal computer hardware and software;
- COBOL, RPG, CICS and job control languages;
- Office methods, procedures and equipment.

Programmer Analyst – 2

Ability to:

- Program effectively in a variety of languages;
- Analyze methods, procedures, systems and operations accurately and logically;
- Write clear and detailed programs, test and debug programs and identify and correct errors and malfunctions;
- Convey technical information to users;
- Coordinate programming efforts toward defined objectives;
- Perform basic system and sub system design, analysis and modification;
- Work independently or as a member of a programming and system design team;
- Assist in providing work assignments and direction to EDP Programmer Trainees;
- Understand and follow oral and written directions;
- Establish and maintain effective working relationships with others.

Experience:

Two years of programming experience utilizing appropriate languages, preferably including some experience in system design and analysis in an interactive online environment.

Education:

Equivalent to graduation from high school and successful completion of training courses in programming of IBM 4300 under DOS/VSE series computer equipment are required. Additional formal education, including completion of courses in statistics, accounting, business administration, systems analysis, organization and management and related subjects is highly desirable.