PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 7075
Pay Grade: E04

FLSA: Exempt
PTS

PROGRAMMER ANALYST

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college in Computer Science or a related field, plus three (3) years of progressively responsible business systems programming and analysis experience; or an equivalent combination of education, training, and related Pinellas County School Board experience.

MAJOR FUNCTION

Performs advanced, technical, analytical and design work in the development, implementation, and maintenance of moderately complex programs and systems. Work involves occasional limited project leader duties for overall application systems design on small projects and advancing knowledge and skills by developing increasingly complex programs. Requires use of independent judgment; performed under general directions and reviewed through observation, conferences and effectiveness of systems designed.

ESSENTIAL RESPONSIBILITIES

- Performs all programmer functions.
- Confers with user departments to research methods and procedures of operation to ascertain needs, and determine necessary modifications to existing programs and systems, or to require development of new systems; defines program decisions; designs report format; presents forms and data for approval and suggestions to project leader and/or users.
- Conceptualizes entire system structure, resource availability, and program requirements; controls and monitors systems activity both in development and maintenance for specific projects or systems.
- Assists in periodic examination and evaluation of programs; documents systems programs; develops test programs or run problem solving programs.
- Researches and resolves problems reported by users and computer operations personnel on application systems; works with other Data Processing Department sections to resolve problems or implement system changes.
- Communications with project leader on concerns, problems, and status of application programs and systems in process.
- Analyzes and corrects existing application programs to improve function, including reduction of operating time, and refinements to operating methods, techniques, and procedures.
- May provide technical assistance to lower-level programmers.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT

Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment.

Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 9/79 SSN, BOARD APPROVED: 9/79; REVISED: 2/86 MW; BOARD APPROVED: 2/12/86; REVISED: 2/89 MW; BOARD APPROVED; 3/8/89; REVISED FORMAT, RT: 05/14/26 CS;

PROGRAMMER ANALYST

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				