

PROGRAMMER/ANALYST I

GRADE 26

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Under direct supervision, performs basic programming tasks such as modification of existing program code and reports; works with users to develop specifications to resolve application problems; or performs basic programming tasks such as modification of existing program code and simple report programming using structured programming techniques; provides simple procedure creation and execution, unit testing, debugging, documentation updates; and performs related work as required.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Preparing, testing, de-bugging and documenting computer programs; providing system support, operations and maintenance assistance on systems; evaluating and modifying programs.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Reviews and performs program coding and testing.
- Develops technical specifications.
- Assists in identifying and documenting system requirements.
- Provides technical assistance to user departments.
- Participates in acceptance tests for new systems and modifications to existing systems.
- Assures quality of system test results.
- Participates in the implementation of systems with users and other agency personnel.
- Assists in research and evaluation of new/proposed software.
- Writes new or modified existing computer programs.
- Tests and debugs computer programs and corrects program logic when necessary
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of computer language, programming principles and practices, some knowledge of information processing techniques, systems analysis, and life-cycle development; some knowledge of the capabilities and operating requirements of various computer platforms functioning in centralized, distributed, client server and stand-alone environments; general knowledge of procedural report writing; good communication skills, both written and oral; ability to thoroughly document necessary system modifications and enhancements; ability to assist users in solving systems and programming problems; ability to prepare clear and detailed programs of instruction; ability to train and provide support to computer users; ability to follow instructions both verbally and written; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Requires any combination of experience, training and education equivalent to an Associate's degree in computer science or related field; **and** 2 years programming analysis experience in a complex information systems environment or related field; **OR** possession of a Bachelor's degree in computer science, or related field, **and** 1 year programming/analysis experience in a complex information systems environment.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.