



**POSITION DESCRIPTION**

<b>JOB TITLE:</b> Programmer Analyst I <b>Job Class:</b> 2631		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b> Finance & Operations	<b>DIVISION</b> Technology
<b>BARGAINING UNIT:</b> ASC		<b>FLSA STATUS:</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.) Performs computer software development and analysis including writing, testing, documenting and implementing new and existing computer software. Performs system and program analysis and design for new and existing systems.</p>		

**Major Duties & Responsibilities:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
  - 2) No other employee is available to perform that function,
  - 3) The function is highly specialized, and
  - 4) Removing the function would fundamentally alter the job.

1. Performs detailed analysis and design of new and existing systems by working closely with project leaders and end users. Investigates project requests to determine exact requirements of users.
2. Designs, writes, tests, documents and implements new and existing computer software in accordance with the Division's project management methodology and quality assurance standards.
3. Under the direction of the project leader, meets with user department personnel to assist with decision making, problem resolution and training.
4. Performs project leader function at the direction of the Sr. Project Analyst of Application Development Supervisor.
5. Learns new development tools and application development software products and maintains familiarity with existing application languages. Participates in professional training activities as directed. Stays current on appropriate hardware and software technology and stays informed of automation needs in user departments.
6. Reviews the work of entry level programmers to determine if deliverables are efficient and meet the quality assurance standards dictated by the Division's policies and standards. Trains lower level programmers in understanding development methodologies and programming techniques and assists in providing solutions to problems they encounter.
7. Actively supports the MPS Strategic Plan.
8. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Supervisor of Application Development

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

None

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

Bachelor's degree in Information Systems or equivalent experience.

**Experience Requirements**

Five to six years experience in programming and analysis.

**Knowledge, Skills, and Abilities**

Demonstrated ability to code, test and document programs with minimal supervision.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Stressful Information Systems environment due to the large District investment in technology and due to the aggressive pace set for implementation of technology using an extremely "lean" staff.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**