

COMPUTER ANALYST AND PROGRAMMER

DISTINGUISHING FEATURES OF THE CLASS: This is technical computer work involving analysis, development of software, conversion of data from manual processing to electronic processing, technical support and system administration. The work is performed under the supervision of an administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Analyzes manual operations;
Devises electronic processing procedures to perform the manual operations (e.g. determines fields needed for computer screens, writes queries);
Develops software and web-based applications to input and manipulate data in appropriate operating systems;
Ensures data integrity by evaluating, proposing, implementing and managing software and hardware solutions;
Recommends and implements system enhancements that will improve the performance and reliability of the system;
Troubleshoots complex problems on local applications;
Designs and researches new applications for business or process improvements;
Interacts as team member with senior system administrators on significant technical matters requiring creative planning and resourcefulness;
Maintains and modifies network accounts;
Provides technical support and training to personnel (e.g. how to operate equipment, how to utilize data entry, desktop, and data base programs and applications);
Designs, deploys, maintains and troubleshoots servers and backup devices;
Performs network configuration, group policy development and systems management;
Maintains and upgrades software and hardware, as necessary;
Evaluates advances technologies and provides recommendations regarding standardization, sizing and costs for server purchases;
Plans and provides for updating operating system software to comply with support criteria;
Performs system administration duties such as scheduling system backups, assigning security classifications to data files, programs and users and removing users and classifications.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of computer program development; good knowledge of web-based application principles, techniques and methods of development; good knowledge of the principles and practices of systems analysis; good knowledge of developer and database application Server databases; ability to assess the information processing needs of individuals and functional areas; ability to train equipment and software users; ability to use databases to write and implement procedures and build databases; ability to formulate, transmit, understand and carry out complex oral and written instructions; ability to adapt and/or design software applications to meet user needs; ability to reason and present ideas logically and clearly, both orally and in writing.

MINIMUM QUALIFICATIONS:

1. An Associate's degree or higher in Computer Science, Management Information Systems or related field and four (4) years of paid work experience in computer programming, systems analysis and systems administration; two (2) years of which involved developing web-based applications and software; or

2. Graduation from high school or possession of an equivalency diploma and completion of 24 credits in computer sciences from an accredited college or accredited technical school and six (6) years of paid work experience in computer programming, systems analysis and systems administration; four (4) years of which involved developing web-based applications and software.