ANALYST PROGRAMMER I

DESCRIPTION OF WORK

Work in this class involves assisting in the systems analysis and programming of less complex computer applications.
Employees assist project leaders in the preparation of systems logic charts, input and output data formats, and perform less complex systems analysis work. Employees are also responsible for the preparation of logical flow charts, converting these into computer language instructions to create computer programs, and checking and debugging computer programs. Work is performed under the supervision of a Computer Systems Analyst or a higher level Analyst Programmer and is designed to improve programming skills and teach the employee the practices, techniques, and methods involved in computer systems analysis. Work is evaluated by comparison of efficiency of performance with the quality of results obtained.

EXAMPLES OF DUTIES PERFORMED

Investigates specific phases of a departmental operation including forms, functions, organizational structures, staffing patterns, work coordination, methods and procedures of various operating divisions.
Assists in the preparation of estimates of time, equipment, personnel, and total cost for recommended changes.
Assists in designing input and output forms, file design and organization, and report forms for their application to ADP equipment.
Prepares flow charts, block diagrams, and detailed machine instructions to implement programs and procedures.
Certifies accuracy and completeness of program by preparing data and testing the programs on the computer.
Prepares documentation of all procedures in assigned program and performs program maintenance.
Prepares written instructions to guide operating personnel during production runs.
Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Considerable knowledge of programming techniques, programming languages, operating systems, and the capabilities and limitations of computers.
Considerable knowledge of modern office procedures and methods.
General knowledge of accounting, mathematical or statistical theories and methods and practices.
Ability to gather and present technical information effectively in oral and written form.
Ability to analyze data and situations, reason logically, and draw valid conclusions.
Ability to write clear and concise instructions.
Ability to understand and carry out complex written and oral instructions.

Minimum Education and Experience

Graduation from a four-year college or university and two years of computer programming experience; or graduation from a technical school or community college with a two-year degree in related Computer Technology, and two years of computer programming experience; or an equivalent combination of education and experience. (Coursework including computer programming may be substituted for all or part of the experience requirement).