

ANALYST PROGRAMMER II

DESCRIPTION OF WORK

Work in this class involves the systems analysis and programming of moderately complex computer applications.

Employees are responsible for performing independent systems analysis and design of medium to complex projects and preparing the computer programs to implement these applications. Work includes writing specifications, debugging, testing, and documentation. Work is performed under the general supervision of a computer systems analyst or a higher-level analyst programmer and is evaluated by comparison of the efficiency of performance with the quality of results obtained.

EXAMPLES OF DUTIES PERFORMED

Investigates specific phases of departmental operation including forms, functions, and organizational structures, staffing patterns, work coordination, methods and procedures of various operating divisions.

Confers with non-ADP personnel in preparing statements of problems capable of being solved.

Prepares estimates of time, equipment, personnel, and total cost for recommended changes.

Prepares flow charts, detailed machine instructions, and necessary documentation to implement programs and procedures.

Certifies accuracy and completeness of programs by preparing sample data and testing programs on the computer.

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Considerable knowledge of operating systems, job control languages, higher level programming languages, and the capabilities and limitations of ADP equipment.

General knowledge of accounting, mathematical, or statistical theories and methods and practices.

Ability to work with professional level individuals in planning and implementing computer applications.

Ability to comprehend, analyze, and interpret organizational and procedural problems and to make alterations, in existing systems.

Ability to prepare detailed and comprehensive reports and to present facts clearly and concisely in both oral and written forms.

Minimum Education and Experience

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

Minimum Education and Experience for a Trainee Appointment - Graduation from a four-year college or university with a degree in Computer Science.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.