CITY OF HOUSTON
JOB DESCRIPTION

Job Code: 452.1

Job Title: **PROGRAMMER ANALYST I**

Pay Grade: 16

GENERAL SUMMARY:
Provides simple technical support in computer programming and systems design, analysis and maintenance.

RESPONSIBILITIES:

- Develops, debugs and maintains new software and existing software, upgrades as directed.

- Codes, tests, implements and troubleshoots applications software.

- Analyzes simple applications and programs to determine effectiveness.

- Maintains assigned software and systems, including configuration, systems security, backup, downloading, file conversion and program modification.

- Prepares and maintains software and systems documentation.

- Assists in the generation, update, and maintenance of mainframe computer operating systems comprised of a series of routines and modules.

- Writes subroutines, macros and utility programs.

- Designs system specifications.

SPECIFICATIONS:

KNOWLEDGE:
Requires a Bachelor's degree in Computer Science, Mathematics, Management and Information Systems, or a closely related field.

EXPERIENCE:
One year of experience in systems analysis, design, programming and/or a closely related field is required.

Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

COMPLEXITY:
Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:
Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:
No direct report employees.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

External Contacts:
Level of external contact is infrequent with occasional contacts with lower-level service representatives and/or vendors. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:
The position is physically comfortable, the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:
There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:
Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
Programmer
Programmer/Analyst I
Programmer/Analyst II
Programmer/Analyst III
Programmer/Analyst IV
Systems Consultant
IRM Manager
Information Systems Administrator (Executive Level)

Effective: October 1990
Revised: September 2002