



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 452.4

Job Title: **PROGRAMMER ANALYST IV**

Pay Grade: 25

GENERAL SUMMARY:

Provides complex and varied technical support in computer programming and systems design, testing, implementation and maintenance; determines new data processing needs and modifications.

RESPONSIBILITIES:

- Oversees the design, programming, installation, testing, administration and maintenance of information systems.
- Directs development and maintenance of programs to meet user and system requirements.
- Assesses user needs through direct communication, site review and system analysis.
- Oversees project management, including scheduling of tasks, and database administration.
- Manages programming efforts, including assigning programmer tasks.
- Designs, prepares and presents system user training.
- Provides direction for information and telecommunication system policy and procedures.
- Designs and prepares statistical reports utilizing various data sources.
- Reviews new technologies and methods for applications relative to departmental needs.
- Designs, writes, codes and implements computer programs and may supervise others in these activities.
- Analyzes system performance.

SPECIFICATIONS:

KNOWLEDGE:

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

EXPERIENCE:

Four years of experience in systems analysis, design, programming and/or a closely related field are required.

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

SPECIFICATIONS: (continued)

COMPLEXITY:

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:

Errors in work could lead to significant costs and problems, and may have minor impact on the short-term performance of the City. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with lower-level service representative and vendors. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

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
Program/Analyst I
Program/Analyst II
Program/Analyst III
Program/Analyst IV
Systems Consultant
IRM Manager
Information Systems Administrator (Executive Level)

Effective: October 1990

Revised: September 2002