Job Code: 452.2

Job Title: **PROGRAMMER ANALYST II**

Pay Grade: 19

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

RESPONSIBILITIES:

*   Designs, writes, codes and implements mainframe computer programs.

*   Tests new and upgraded programs and computer equipment.

*   Trains department computer users on new programs/software.

*   Analyzes performance of existing hardware and software.

*   Corrects software problems as directed.

*   Reviews daily reports and produces backup data files on tape and/or diskette.

*   Monitors, updates and verifies databases and database files.

*   Writes subroutines, macros and utility programs.

*   Analyzes users' needs relating to specific problems.

SPECIFICATIONS:

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

EXPERIENCE:
Two years of experience in systems analysis, design, programming and/or a related field are required.

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

COMPLEXITY:
Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

IMPACT OF ACTIONS:
Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

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 requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:
Level of external contact is primarily 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