Job Code: 452.3

Job Title: **PROGRAMMER ANALYST III**

Pay Grade: 22

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

RESPONSIBILITIES:

- Serves as project leader on the design and implementation of complex computer systems and applications, i.e. the analysis and modification of existing systems, and the analysis and design of new systems.

- Develops and maintains systems documentation and user operations manuals.

- Assists computer users with analysis and design specifications for new or enhanced systems.

- Solves problems with computer hardware and applications.

- Maintains production systems after installation; maintains contact with users in maintenance of existing systems.

- Designs, writes, codes and implements computer programs with minimal direction and supervision.

- Analyzes communication problems relating to computer hardware and software.

SPECIFICATIONS:

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

EXPERIENCE:
Three 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.

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 could lead to moderate expenses and inconveniences. 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.

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 considerable tact and cooperation involving somewhat sensitive issues or problems.

External Contacts:
Level of external contact is primarily with lower-level service representatives and/or vendors. Interaction requires considerable 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
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