

**PROGRAMMER ANALYST 1****Nature of Work**

Under general supervision, at the entry level, performs computer programming work in the designing and writing of new and/or modifying the existing computer programs to facilitate goals and meet information and automation needs of agency users. Researches documentation to learn the location of file layouts and codes programs of moderate complexity such as extracting data using logical keys. Creates test files and conducts test runs, debugs programs and prepares documentation. Attends user meetings with supervision. May perform limited systems analysis under direction. An irregular work schedule may be required of this position. Performs related work as required.

**Distinguishing Characteristics**

Programmer Analyst 1's receive job assignments with detailed instruction and routine problems, gradually working with less instruction on more complex problems. Programmer Analyst 1's perform some systems analysis and design functions. May assist higher level Programmer Analysts in systems analysis of large, more complex systems. Responds to user inquiries.

**Examples of Work**

Writes new programs or modifies existing programs of low to moderate complexity; designs flow charts, reviews logic, codes logic flow into appropriate language, conducts test runs, debugs program from test results and writes documentation.

Performs routine duties such as coding programs, maintaining program documentation, and updating data processing manuals.

Assists in the analysis of user work processes and systems to determine feasibility of electronic data processing applications.

Consults with users to determine specific program requirements and the data necessary for production; prepares detailed specifications necessary for programming and systems documentation.

Communicates with users to resolve production problems, define specifications and test results.

Trains users on developed applications and other automation tools.

Participates in self-study and vendor-supplied courses to improve skills in more complex programming areas.

**PROGRAMMER ANALYST 1 (CONT'D)****Knowledge, Skills and Abilities**

Knowledge of data base management, documentation and project control techniques.

Knowledge of a 3rd or 4th generation programming language.

Knowledge of data processing concepts and equipment usage.

Skill in programming batch and/or on-line systems.

Ability to develop and maintain complex program systems at a level comparable to on-line applications.

Ability to evaluate and analyze user requests and develop effective work plans for systems development and maintenance.

Ability to present ideas in a clear, concise format using narrative statements and logic diagrams.

Ability to follow complex written and oral instructions.

Ability to train others in programming techniques.

Ability to maintain effective working relationships with data processing personnel and users.

Ability to understand complex technical manuals.

Ability to complete work within timeframes.

Ability to develop and perform system checks which are sufficient to test the thoroughness and accuracy of programs.

**Minimum Qualifications**

**Training:** Bachelor's degree from an accredited college or university in computer science or related field including but not limited to business data programming, business systems analysis, computer accounting, computer and information systems, computer servicing technologies, information systems management, data processing, or computer engineering. **OR** An Associate's degree from an accredited college, university or business school in computer science or related field including but not limited to business data programming, business systems analysis, computer accounting, computer and information systems, computer servicing technologies, information systems management, data processing, or computer engineering and eighteen months of full-time or equivalent part-time paid computer programming experience in one or more programming or data base languages.

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PROGRAMMER ANALYST 1 (CONT'D)

**Minimum Qualifications (cont'd)**

**Substitution:** Three years of full-time or equivalent part-time paid computer programming experience in one or more programming or data base languages may substitute for the required training.

Established: 3/21/96  
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