

PROGRAMMER ANALYST

DEFINITION

Under direction researches, plans, analyzes, and prepares systems proposals; writes complex programs in COBOL language; debugs, documents, installs and troubleshoots programs; installs hardware/systems changes; leads junior programmers, interns, and computer operators; and performs related work as required.

LICENSE REQUIRED

Some positions may require possession of a valid and appropriate California driver's license.

EXAMPLES OF DUTIES

Consult with users on requirements capabilities, limitations, and time constraints of existing system. *E*

Plans approach, defines problem, describes input and output; determines resources time required for project cost effectiveness. *E*

Prepares system proposals. *E*

Writes programs, including laying out input and output files. *E*

Describes data elements in detail, laying out printed reports and CRT screen; prepares flowcharts and block diagrams the sequence of steps required. *E*

Codes steps in appropriate computer language, usually COBOL and EASYTRIEVE. *E*

Compiles program and revises until error free; prepares test data files; runs test until results are satisfactory. *E*

Prepares file allocation for storage of data. *E*

Makes JCL for job streaming. *E*

Identifies problem and /solutions, making corrections. *E*

Determines and consults with user about modifications; makes and tests modifications to programs. *E*

Completes run sheets. *E*

Writes system overview. *E*

EXAMPLES OF DUTIES (cont.)

Assembles back-up documents and files. *E*

Write user instructions. *E*

Instructs user in proper procedures for input and use of system. *E*

Consults with users, identifying sources of problems. *E*

Modifies programs, procedures, and forms. *E*

Consults with and advises co-workers of problems and solutions. *E*

Analyzes hardware/systems change notices, determines if appropriate, advises supervisor. *E*

Studies hardware systems change package, selects segments for use/modification. *E*

Installs systems change/addition, tests/debugs. *E*

Leads, directs, assigns and controls flow of work to junior programmers, interns, and, for special functions, computer operators. *E*

Trains other employees in specialized applications and operations. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Data processing terms, practices, and procedures at a level sufficient to explain and justify complex proposals for applications, systems, hardware to supervisor, users, and administration;
2. DOS/VSE Job Control Language;
3. Fundamental accounting practices and principles;
4. System and EDP hardware capabilities and limitations, use, and compatibility with current hardware;
5. Math to understand and specify steps of calculations including statistics, amortization, square roots, and number systems; and
6. General principles of supervision and training.

Ability to:

1. Converse on a telephone;
2. Draw flowcharts;
3. Operate computer terminal keyboard;
4. Operate IBM 4341 under DOS/VSE;

Ability to: (cont.)

5. Communicate about and solve complex problems in data processing programming and systems analysis;
6. Read and understand complex instructions on EDP in vendor manuals;
7. Analyze and evaluate systems changes to determine feasibility of installation;
8. Convert and modify system hardware to include systems generation;
9. Train users in procedures;
10. Analyze proposals for application, determine feasibility, cost and time;
11. Write, test, debug, maintain, document and install complex programs in COBOL for business and academic applications;
12. Supervise the work of others;
13. Understand and carry out oral and written instruction;
14. Establish and maintain effective relationships with those contacted in the course of work; and
15. Perform complex or varied tasks.

EDUCATION

Successful completion of advanced training in data processing system programming and systems analysis.

EXPERIENCE

Recent responsible experience at the skill level of a data processing programming and/or systems analysis.

WORKING CONDITIONS

Environment:

Office environment; subject to driving a vehicle to conduct work.

Physical Abilities:

Dexterity of hands and fingers to operate a burster and decollator; seeing to assure accuracy of work; moderate lifting, carrying, and pushing or pulling equipment; hearing and speaking to exchange information; lifting heavy objects weighing up to 40 pounds, sitting for extended periods of time.

Revised: 7/81

8/94