Summary of Duties: Does technically difficult programming and program maintenance; anaylzes existing systems and procedures; determines the feasibility of data processing application; designs and participates in the implementation of systems of computer programs; may act as a lead analyst or leader of a small project in supervising technical employees who are performing such work; and does related work.

Distinguishing Features: A **Programmer/Analyst** perform bothe programming ans systems design work of varying difficulty. A Programmmer/Analyst is distinguished from an EDP Programmer by the fact that the latter is limited to journey level programming duties and is not involved in systems analysis and design. Although Programmer/Analysts may supervises as leaders of small projects or act as lead analysts, this class is distinguished from the class of Senior Data Processing Analyst by the Fact that the latter is a full-time project leader and makes the most technically involved or critical systems analyses.
Assignments is normally are given verbally and in writing and results are evaluated and modify as needed.

A (Class Title) differs from a (Other Class Title) in that duties involve (Insert), whereas (Other Class Title, distinguishing duties).

Examples of Duties: A **Programmer/Analyst**:

*   Prepares technically difficult programs.

*   Analyzes program specifications and processing requirements.

*   Prepares detailed specifications and processing requiremtns.

*   Prepares detailed flowcharts of the necessary sequence of
       computer operations.

*   Does detailed coding of the programs.

*   Tests programs and makes necessary changes.

*   Prepares program documentation including production job control
       procedures and job narratives.

*   Reviews existing systems and programs.

*   Determines whether user's needs are being met.

*   Analyzes program or systems to determine the systems as
       necesszry.

*   Tests and debugs revised programs and systems.

*   Gathers data to determine the feasibility of applying data
        processing methods to user department problems.

*   Discusses problems with operating departments to identify
        problems and establish systems requirements and objectives.
        Prepares reports detailing the technical feasibility and cost of
        implementing the requested data processing system.

*   Designs systems of computer programs to accomplish user's
        objectives.

*   Develops questionnaries to obtain specific information about user
        requiremtnts.

*   Designs formats for input and output and for storage and
        retention of data.

*   Designs control procedures for processing computer programs
        specifications or personally designs, writes, tests, and
        implements programs for the systems.

*   Prepares systems documentation including materials and procedures
        for the operation and use of the system for staff of the
        operations department and the central computer agency.

*   Develops and conducts training classes for user department staff
        on the use of the systems.
*   Evaluates effectiveness of systems.

*   Maintains liaison with the operating department.

*   May direct, review, and evalute the work of programmers or other
        Programmer/Analysts as a lead analyst or leader of a small
        project or portion of a large project.

May occasionally be assigned to other duties for training purposes or
to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and
abilities:

A good knowledge of:
        (Insert)

A working knowledge of:
        (Insert)

A general knowledge of:
        (Insert)

The ability to:
    (Insert)

<u>Minimum Requirements</u>:
(Insert)

<u>License</u>: (Insert)

<u>Physical requirements</u>: (Insert)

Those with medical limitations may be able to perform the duties of some positions in this class with reasonable accommodation. The decision to accommodate someone's limitations will be made on an individual basis and depends on the types of limitations, what the hiring department can reasonably do to accommodate them, and the specific qualifications for the job.

> **As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.**