

ASSISTANT PROGRAMMER ANALYST

DEFINITION

Analyzes, writes, codes, debugs, tests, modifies, maintains, and documents computer applications and programs of moderate difficulty, complexity, and scope and performs progressively more difficult assignments in problem analysis and systems design. Programming responsibilities span a range of servers and client computing devices.

TYPICAL DUTIES

- Compiles, summarizes, and analyzes data related to work processes and procedures being converted to a computer-based system.
- Participates in the review, identification, and definition of problems for assigned subprograms and programs.
- Prepares flowcharts of difficult programs and clearly defined segments of complex programs.
- Writes, codes, and makes modifications to programs of moderate difficulty including but not limited to SAP modules.
- Writes and maintains batch and on-line computer programs for mainframes, servers, and personal computers.
- Prepares block diagrams, flowcharts, and related documentation describing operations to be performed by computer systems.
- Compiles and develops test data and conducts program tests to verify processing accuracy and completeness and corrects errors in programming logic.
- Maintains and revises existing programs.
- Prepares and maintains documentation for assigned programs.
- Designs forms, screens, and report formats.
- Corrects or revises assigned programs as system changes or production problems occur.
- Communicates with users as necessary to respond to requests for assistance or to explain proper use of programs of moderate complexity.
- Analyzes technical programming and system/design problems of a less complex nature and recommends a solution.
- Uses database management software to create, store, access, sort, change, retrieve, and format data.
- Ensures data security under the guidelines of District policies and regulations.
- Adopts new programming language(s) or technology(ies) to current environment.
- Assists in the design, development, and maintenance of web sites.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Assistant Programmer Analyst** performs routine programming duties and performs progressively more difficult assignments in problem analysis and systems design under the work direction of journey-level programming staff.

A **Programmer Analyst** performs systems analysis, design, and programming duties involving complex computer applications and programs or segments of highly complex programs; may provide technical assistance to assigned programming staff.

A **Senior Programmer Analyst** performs systems analysis, design, and programming duties involving highly complex computer applications and programs; provides technical direction to programming staff on a project-by-project basis.

SUPERVISION

Immediate supervision is received from supervisory programming staff. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Computer programming techniques

Programming languages such as C, C++, Visual Basic, Java, ABAP, COBOL, ACMS, Visual Basic for Applications (VBA), etc.

Script languages such as Vbscript, Javascript, Jscript, PERL, etc.

Reporting tools such as MS Access, Crystal Reports, webFOCUS, etc.

Fourth generation languages such as Focus

Database systems such as Rdb, Oracle, Access, SQL Server, etc.

Web page design and development using tools such as SAP Portals, .ASP, Dreamweaver, etc.

Information technology concepts and capabilities

New trends and developments in the field of information technology

Basic methods of systems analysis, design, and testing

Basic principles of program documentation

Techniques of data collection and analysis

English usage, punctuation, and spelling

CLASS QUALIFICATIONS (Cont.)

Ability to:

- Compile, summarize, and analyze data and draw sound conclusions
- Prepare block diagrams and flowcharts
- Write and code moderately difficult and complex programs
- Write clear and logical documentation for assigned programming jobs
- Perform detailed work rapidly and accurately
- Fully utilize the commands, functions, and operations commonly used in mainframe, server-based, client-based, and other related software
- Establish and maintain effective and cooperative working relationships with District staff
- Respond to routine programming needs/problems accurately and take appropriate action
- Effectively communicate orally and in writing
- Plan and organize work to meet deadlines
- Learn advanced techniques of programming and systems analysis and design
- Learn the characteristics of new systems and update skills to adapt to changing technology
- Learn features, capabilities and limitations of mainframe computer, application, database, web servers, and other equipment

ENTRANCE QUALIFICATIONS

Education and Experience:

Graduation from a recognized four-year college or university with a major in computer science, management information systems, computer engineering, or a related field.