

NEW CASTLE COUNTY GOVERNMENT

Number 0244

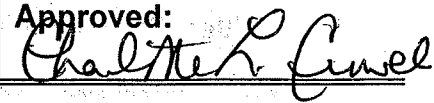
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CLASS SPECIFICATION

Date 12/20/07

Title: PROGRAMMER ANALYST

Approved:



GENERAL STATEMENT OF DUTIES: Performs all phases of work involving the design, implementation, and maintenance of specific applications software and administration supporting the County's information processing systems; work is carried out primarily at a central location in the County, within the framework of generally defined guidelines and directives; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs functional and technical work in the design, configuration, and programming of application software and the overall management of County data bases. Specific responsibilities include configuration design and implementation of certain departmental applications including process engineering, conversions, and organization of user training; system design; programming; testing and debugging; assistance with the configuration design and implementation of all data base management software; assistance with administration for certain applications in use; development and maintenance of assigned policies, procedures and software for the use of customer services and operations; and team leadership for assigned application implementation projects.

EXAMPLES OF WORK: (Illustrative only)

- Develops or modifies designated application software systems and coordinates programming, conversion, and testing of new programs;
- Evaluates, installs, tests, and maintains application software development products;
- Develops standard file format requirements, input/output formats, and documentation standards;
- May perform detailed system design, and develops program specifications;
- Assists with general maintenance of associated management systems;
- Defines and resolves systems problems;
- Develops estimates of cost, time, equipment, and resource requirements;
- Provides information, direct assistance, and technical resources to users and division staff;
- Presents or assists in the presentation of systems to user departments;
- Prepares or assists in the preparation of training programs in conjunction with the implementation of the project;
- Works with vendors in the implementation of applications software and hardware;
- Works closely with departments to identify methods of improving County business functions;

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CLASS SPECIFICATION

Date 12/20/07

Title: PROGRAMMER ANALYST

Approved:



- Performs data base and data presentation design;
- Confers with management on assignments and priorities;
- May write formal program descriptions detailing component programs, their functions, and their interfaces;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of the principles and techniques of computer programming; good knowledge of the principles and techniques of systems design and analysis; good knowledge of computer equipment, servers and their capabilities; some knowledge of the practices and procedures related to the review and analysis of applications systems; ability to analyze methods and procedures accurately and logically; ability to reason logically, draw valid conclusions, and develop effective solutions to system problems; ability to communicate courteously and effectively, both verbally and in writing.

MINIMUM QUALIFICATIONS: At least one year experience supporting major IT business applications and possession of a Bachelor's Degree from an accredited college or university with course work in computer programming; or an equivalent combination of experience and training directly related to the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:

Established:	03/17/81
Revised:	06/12/89
Revised:	03/14/95
Revised:	09/10/96
Revised:	03/01/00
Revised:	04/06/04
Revised:	12/20/07