CITY OF OCEANSIDE **REVISED: JANUARY 2006**
JOB CODE: 2804UC
UNIT: CONFIDENTIAL

CLASS SPECIFICATION

PROGRAMMER ANALYST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, to perform all phases of computer system management and application program design, development and maintenance for a variety of microcomputer platforms; and to perform related work as required.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Plans, organizes and controls the development of computer system and application software programs; acts as liaison to user departments concerning operational problems; utilizes analytical techniques to diagnose and derive problem resolutions; evaluates system and program performance and implements changes as necessary; assists in determining cause of and solution to equipment malfunctions; determines file structures, program logic, screen displays and/or report formats; establishes controls for data integrity and security in accordance with organization policies and procedures; prepares system and program documentation; develops user manuals and trains user personnel in software applications functions; and performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Applicable operating system functions, command languages and components;
- Relational system design and development concepts as applicable to micro computer systems;
- Application design, development and implementation using 3rd and 4th generation programming languages;
- Implementation of major on-line financial and business software applications;
- Installation of applicable systems and major application software packages;
- Mini computer system concepts, operations, system testing, problem solving, RDBMS file structures and access techniques; and
- Networking considerations relative to local area networks interconnecting terminals, work stations and personal computers.

Ability to:

- Develop and maintain complex computer systems and programs;
- Use system tools to query data for reports or data downloads;
- Install and configure new equipment and software program updates;
- Manipulate programs to meet user needs;
- Develop meaningful test data to accurately evaluate program functions and integrity;
- Write clear and concise documentation for systems, programs, operations and users;
- Analyze and resolve technical equipment and systems problems;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Maintain mental capacity which allows for effective interaction and communication with others; and
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Qualifications

Experience: Two years of increasingly responsible programmer analyst experience.

Training: Equivalent to the completion of the twelfth grade, supplemented by training in computer science or a related field.

License: Possession of a valid Class C California Driver's License.

Background screening requirement: Candidates will be required to complete a police background screening.

WORKING CONDITIONS

Environmental Conditions: Office environment; exposure to computer screens.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; moderate lifting.