PROGRAMMER-ANALYST III

DEFINITION: This is the full journey level classification within the Information Services Analyst job series. Incumbents in this classification perform responsible professional analyst duties for more complex software systems in an independent manner and receive only occasional instruction or assistance as new or unusual situations arise. Incumbents in this job class utilize programming and business analyst skills in a variety of applications development activities to include general systems logic design, flow charting, input and output formatting, and de-bugging/testing design.

Receives general supervision from the Information Services Director.

May exercise technical and functional supervision over clerical, technical, or entry level professional staff as assigned and on a project by project basis.

ESSENTIAL JOB DUTIES: Conducts organizational, operational, and procedural analyses to determine information input, work processes, and desired output for potential and/or updated computerization for designated users in support of assigned application(s); reviews and analyzes a variety of forms, documents, reports, data output, and recordkeeping requirements.

Defines and documents system requirement for data, workflow, logical processes, appropriate hardware and operating systems environment, interfaces with other systems, networking, and internet access, internal and external checks and controls, and outputs from the users' perspective and within the context of budgetary constraints as well as technical products and resources available.

Confers with and conducts meetings with a variety of user groups to gather all necessary information and documentation; facilitates the information flow and systems development activities across departmental and/or County lines as necessary.

Meets with user groups on a periodic and regular basis to discover new/changed system input/output requirements and initiates necessary updating activities; conducts feasibility studies to include needs surveys and cost/benefit analyses to evaluate the necessity for and impact of desired changes; researches and analyzes existing software for applicability to project requirements.

Prepares data flow charts, designs programs utilizing structured programming and systems design techniques; converts designs and specifications into computer code; compiles and/or directs the compilation of code into program; consults with project/team leader and/or outside consultants/vendors concerning the system development and design.

Writes and maintains technical specifications for assigned systems/projects and in support of user groups; details procedures to be followed by users; revises user forms, screens, data collection and documentation requirements.

Analyzes database and security requirements based on users' current and future needs and priorities as well as legal, procedural, and operational requirements; designs and/or oversees the modification of existing database/systems administration systems to maximize the systems' effectiveness and protection.

Creates test transactions and runs tests to discover errors and confirms programs meet specifications; analyzes code to find causes of errors and revises programs as necessary; monitors performance of programs/systems after implementation on a periodic and ongoing basis.

Writes and/or modifies documentation describing program development, logic, coding, testing changes, and corrections as necessary; develops, coordinates, and/or conducts training of users to ensure systems are applied in an optimum manner.

Creates and/or maintains County or departmental website(s); communicating and interpreting information into HMTL for viewing on website; modifies and updates website periodically and as necessary; and other related duties as may be required.

EMPLOYMENT STANDARDS
Education/Experience: A Bachelor's degree in computer science or related fields (qualified experience in programming, systems analysis and design may be substituted for the desired education on a year-for-year basis); plus two or more years employment as a Programmer-Analyst or equivalent position with proficiency in operating systems, specific hardware and software.

Knowledge of: Advanced systems applications programming; database management, telecommunications; office automation; programming languages; and operating systems.

Ability to: Work cooperatively with members of the Information Services staff as well as those contacted in the course of work in a spirit of collegiality; perform advanced applications analysis and programming; work with statistical methods and procedures for keeping records and electronic data processing equipment; lead others in complex programming analysis and projects; maintain and operate hardware and software. Must have ability to stand, walk, kneel, crouch, crawl, stoop, squat, twist, climb, climb and

descend stairs, sit for prolonged periods of time, use a telephone, and lift up to 50 pounds; must have ability to reach and lift above shoulder level; normal hearing and vision.

Special requirements: Must possess a valid California driver's license; must successfully complete a California Department of Justice "Criminal Justice System Employee" background check and pre-employment physical examination.