



Programmer/Analyst 1

Category: Classified
Pay Grade: C26
Job Code: 14430

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs professional, highly skilled, technical and analytical work in planning, design or selection, development, maintenance, and implementation of information system software installed on multi-computer hardware and multi-operating system platforms devoted to mission critical objectives; provides technical support, leadership, and liaison in the functional areas of information programming in a multi-customer, multi-platform, multi-operating system, multi-vendor, mission, critical environment; performs planning, system and business analysis, design, development, testing, and implementation.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Demonstrates technical proficiency with leading edge and established technology, operating systems, relational database management systems, and web technologies;
- Writes queries and creates reports to support the Property Appraiser daily activities;
- Establishes and maintains an intermediate understanding of the business intelligence of multiple agencies for the creation or modification of customer centric information technology solutions;
- Designs, develops, and creates a large variety of applications for customers;
- Prepares project plans and schedules, including requirements, tasks, work assignments, resources, and critical milestone review points for small to mediate projects;
- Designs and writes original information system software procedures, routines, and programs for small to moderate systems which may involve multiple architectures, platforms, and customers;
- Coordinates the work of less experienced information system programmer analysts engaged in the installation of new and revised information system software and related program products;
- Provides recovery assistance on an on-call basis for information system software for small to moderate systems;
- Performs problem determination and provides resolution to supervisor;
- Improves processes to increase the efficiency and effectiveness of information systems procedures and equipment for small to moderate systems;
- Assists in the development, coordination, and implementation staff training programs;
- Provides reports of problem and change management activity and project labor distribution to IT supervision;
- Reviews and audits new systems during design, prior to implementation and start-up periods in assigned systems area;
- Communicates with vendors to coordinate the transfer, upload, or download of records and data;
- Finds ways to improve and automate processes to increase efficiency and effectiveness of information systems procedures for systems especially for automating sales letters, property permits, and vital statistics;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Three (3) years of professional experience in computer program design and programmer analysis in related business processes; or an Associate's degree plus one (1) year of directly related programming experience; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Hiring Department may require demonstrated experience in any of the following: mainframe-centric system programming and development tools and practices -- e.g., ORACLE, COBOL, CICS/BMS, VSAM, MVS, TSO/ISPF, JCL, EZ+, INTERTEST, MICROFOCUS, SYNC SORT, RDBMS's or client-server/web-based system development tools and practices – e.g. Oracle Forms/Reports/Designer, C++, Visual Basic, XML, Visual Interdev, ASP, .Net, Websphere, Java, CDPD or other Wireless Technology, Access/SQL/Oracle RDBMS.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of the operating characteristics, capabilities and limitations of small, medium, and large-scale computer systems;
- Knowledge of operating systems, database design and management, online transaction monitors, client-server, and web-based application tools;
- Knowledge of project management and control;
- Knowledge of research techniques, methods, and procedures;
- Knowledge of computer system metrics;
- Knowledge of systems analysis and design procedures and techniques.
- Skill in programming languages utilized by the Information Technology Department.
- Ability to present oral and written technical reports clearly and concisely to IT staff and management;
- Ability to perform functional and performance tests, analyze test results, detect programming errors, and perform proper corrective action on moderate size systems;
- Ability to work, as a team player, with technical work groups on large or inter-agency projects;
- Ability to use small office equipment, computers, and highly technical computer applications.

PHYSICAL/MENTAL DEMANDS

This work requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.