

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1865

TITLE: PROGRAMMER ANALYST I

GRADE: S-23

DEFINITION:

Under general supervision, performs basic computer programming work such as developing code, testing, maintaining and modifying applications or COTS solutions using structured programming techniques on a platform that is instrumental to business operations in order to support and meet information and automation needs of users; performs a variety of analytical and programming tasks to enhance and maintain software associated with underlying technologies such as mainframe, client-server, services-oriented, database, or web-based environments; plans and establishes simple report programming using structured programming techniques; provides simple procedure creation and execution, performs unit testing and debugging, troubleshoots routine problems, and writes documentation updates; assists more experienced programmer/analysts in complex assignments; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is entry level computer programming and analysis work. The Programmer Analyst I is distinguished from the Programmer Analyst II in that Programmer Analyst I performs basic programming work which is routine in nature with detailed instructions whereas as the Programmer Analyst II is considered full-performance and performs more complex programming such as writing new programs from user requirements and developing components beyond the application code alone.

ILLUSTRATIVE DUTIES:

Writes program code, scripts, or objects to create, revise, and update computer programs;
Plans, packages, tests, evaluates, and implements programs, routines, jobs, and utilities;
Maintains and documents computer programs and/or application software;
Assists in detecting, analyzing, and solving application-related problems;
Assists in tests, evaluates, and debugs software systems prior to installation;
Installs software in conformance with defined change / release control procedures;
Develops or changes end user reports;
Provides support in a 24x7 environment;
Performs analysis and research to learn about existing applications and new technology;
Interprets specifications, and designs modifications of low to average complexity;
Monitors and evaluates efficiency/effectiveness of applications and underlying data structures;
Prepares flow charts and translates diagrams into computer or database specifications;
Works with technical staff across technology disciplines as required in accomplishing work;
Confers with users to define requirements and validate conformance to acceptance criteria;
Prepares/delivers training, procedural manuals, and documentation for system users;
Coordinates implementation of system with users and operations personnel;
Interfaces with users to help diagnose and resolve software-related problems;
Presents ideas and concepts to an audience and participates effectively in group activity;
May require support beyond normal work days to instrumental business operations or systems

that require 24x7 support;

Works with more experienced programmers and provides assistance to other staff as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Basic Knowledge of system development life cycle concepts and steps in related activities;

Basic Knowledge of position-relevant computer language(s) and/or desktop software packages;

Basic Knowledge of modern information processing techniques and systems analysis;

Basic Knowledge of the capabilities and operating requirements of various computer platforms;

Basic Knowledge of centralized, distributed, client server, and stand-alone environments;

Basic Knowledge of computer / database programming process and related practices;

Basic Knowledge of conceptual data, work flow, and process modeling;

Basic Knowledge of basic report design and procedural report writing;

Skill in writing programs, maintaining related documentation, and debriefing changes made;

Skill in designing and developing basic database components of an application;

Skill in eliciting requirements from stakeholders to properly define specifications;

Skill in performing unit testing and the related debugging of computer errors;

Ability to establish and maintain effective business relationships;

Ability to work independently or as part of a team;

Ability to perform research and find relevant materials to assist in project tasks and assignments;

Ability to plan, to organize, and to conduct systems analysis and feasibility assessments;

Ability to evaluate processes/procedures, to suggest improvements, and to design specifications;

Ability to document necessary system modifications and enhancements to defined standard(s);

Ability to assist users in troubleshooting and solving systems and programming problems;

Ability to translate technical terminology into simple, non-technical language;

Ability to prepare clear, detailed programs of instruction for efficient system utilization;

Ability to ask relevant questions to assure understanding of assignments and requirements;

Ability to write easy to follow systems documentation tailored to the end user audience.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:

Two-year degree or technical school program certificate in Information Systems, Computer Technology, Business, Math, Economics, or similar field; PLUS

One year experience using computer application and/or relational database software through practicum experience or an internship program.

BRIDGE CLASS EMPLOYMENT STANDARDS

Three years of increasingly complex technical computer experience, comparable to experience at the IT Technician III, or higher, level.

The purpose of this bridge class is to promote upward mobility within the Fairfax County workforce. However persons qualifying for this class on the basis of their technical experience may not substitute this technical experience for education, or for professional experience, in order to qualify for other employment opportunities.

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CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

Must successfully complete a criminal background investigation prior to appointment and be re-certifiable throughout employment tenure;

Some positions identified by departments must execute IT Employee Agreement acknowledging obligations under information security and privacy requirements in light of broad access to systems and data in the performance of job duties.

REVISED: July 30, 2007
ESTABLISHED: May 24, 1999