

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1866

**TITLE:** PROGRAMMER ANALYST II

**GRADE:** S-25

**DEFINITION:**

Under general supervision, performs full-performance level development, configuration, and maintenance programming work such as defining, designing, developing, testing, maintaining and modifying applications or COTS solutions 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 deliver, enhance, and maintain software of moderate complexity associated with underlying technologies such as mainframe, client-server, services-oriented, database, or web-based environments; programs software according to detailed designs and program specifications; works with end users to plan and execute small to moderate projects from requirements gathering to acceptance testing; assists more experienced programmer/analysts in complex or large-scale assignments; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is journey or full-performance level programming work with limited systems analysis work. The Programmer Analyst II is distinguished from the Programmer I in that the Programmer II performs work that is more technically complex and makes decisions for every day, familiar situations whereas the Programmer Analyst I performs basic programming to modify applications.

The Programmer Analyst II is distinguished from the Programmer III in that the Programmer Analyst II designs and writes new programs from user requirements, and may develop components beyond the application code alone whereas the Programmer Analyst III typically performs with more independence, works on more complex solutions, and the Programmer Analyst III may have team lead or technical lead responsibilities.

**ILLUSTRATIVE DUTIES:**

Writes/reviews program code, scripts, or objects to create, revise, or 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;  
Develops test scripts and data; tests, evaluates, and debugs software systems;  
Implements software in conformance with defined change / release control procedures.  
Prepares system documentation;  
Develops reports;  
Provides support in a 24 x 7 environment;  
Performs analysis and research to learn about existing applications and new technology;  
Designs inputs, outputs, work flows, error handling, and moderately complex functional logic;  
Interprets specifications, and translates them into design and code of moderate complexity;  
Monitors and evaluates efficiency/effectiveness of applications and underlying data structures;  
Prepares flow charts and translates diagrams into computer or database specifications;

Reviews successful completion of production cycles and troubleshoots problems.  
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 deployment of system with users and operations personnel;  
Interfaces with users to provide technical assistance, diagnose and resolve software problems;  
Presents ideas and concepts to an audience and participates effectively in workgroup activities;  
May require support beyond normal work days to instrumental business operations or systems that require 24x7 support;  
Provides guidance, support, and assistance to less skilled/experienced programmers and to other staff as needed.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of system development life cycle concepts and steps in related activities;  
Knowledge of position-relevant computer language(s) and/or desktop software packages;  
Knowledge of modern information processing techniques and systems analysis;  
Knowledge of the capabilities and operating requirements of various computer platforms;  
Knowledge of centralized, distributed, WEB, and client server applications architectures;  
Knowledge of computer / database programming process and related practices;  
Knowledge of conceptual data, work flow, and process modeling;  
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 moderately complex applications and components;  
Skill in performing unit testing and the related debugging of computer errors;  
Ability to elicit requirements from stakeholders to support development of specifications;  
Ability to write programs, to maintain related documentation, and to debrief changes made;  
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 train less skilled technical workers and to plan, assign, and review their work;  
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 in Information Systems, Computer Technology, Business, Economics, or related field; PLUS

**CLASS CODE:** 1866

**TITLE:** PROGRAMMER ANALYST II

**GRADE:** S-25

Page 3

Three years' programming/analysis experience; OR  
Graduation from an accredited four-year college or university with a four-year degree in Information Systems, Computer Technology, Business, Economics, or related field, PLUS  
One year programming/analysis experience in a complex information systems environment.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

**NECESSARY SPECIAL REQUIRMENTS:**

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