

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1868

TITLE: PROGRAMMER ANALYST IV

GRADE: S-29

DEFINITION:

Under limited supervision, serves as advanced technical expert and/or serves as technical team lead with supervisory responsibility; accountable for work of advanced complexity involving mainframe, client-server, services-oriented, database, and/or web-based environments requiring support instrumental to business operations; provides technical direction or advice to staff and/or contract programmer/analysts to facilitate a wide range of systems and analysis work in the development, implementation, and maintenance of distributed computer applications and COTS product solutions having multiple environments; maintains skills and knowledge of development practices, application system(s), diverse platforms and architectures, and emerging technologies so as to support provision of reliable guidance to team, users, and management; performs advanced systems analysis tasks and proposes complex solution design(s); assists with the preparation of application specifications for RFPs and/or task orders; facilitates or leads major system/project initiatives with responsibility for multiple solutions; executes applicable administrative and procurement processes; performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Programmer Analyst IV class is advanced technical work that may also carry direct supervisory duties. The Programmer Analyst IV is distinguished from the Programmer III in that the Programmer Analyst IV serves as the technical expert in advanced methods and multi-component systems, using broad and deep development experience to deliver, extend, or stabilize comprehensive solutions. The Programmer Analyst IV is responsible for supporting multiple teams; and/or supervises up to two subordinates while guiding and reviewing complex programming work, whereas the Programmer III performs complex programming.

The Programmer IV is distinguished from the Information Technology Systems Architect in that the ITSA has direct supervisory responsibility for more than two subordinates, typically supports solutions involving multiple agencies or cross-functional solutions, and/or is the IT Project Manager for an enterprise-wide solution or a major initiative in the County's IT Investment Plan, whereas the Programmer Analyst IV provides project leadership, or provides supervision of a team of IT experts for agency specific or local systems; and develops work plans for a portion of a larger initiative, or provides advanced technical guidance and expertise to support moderate to complex projects as assigned.

ILLUSTRATIVE DUTIES:

Serves as front-line supervisor and/or technical lead with advanced subject matter expertise;
Defines, designs, and delivers technically advanced custom and COTS solutions;
Develops work plans and technical execution strategy for complex initiatives;
Produces, contributes to, or reviews project deliverables, designs, and specifications;
Coordinates the effective development and implementation of technology for assigned projects;
Assures that applicable technical and procedural standards are consistently met;
Organizes work, allocates staff, and evaluates strengths, development areas, and training needs;

Facilitates group discussions, sponsors projects, and conveys clear and compelling vision;
Presents ideas and concepts to an audience and participates effectively in workgroup activities;
Proactively engages and works with relevant functional areas in DIT in accomplishing work;
Reviews progress, and provides status updates to customers, stakeholders, and management;
Provides leadership in working with agency on priorities, scope, resources, solutions and plans;
Ensures that conflicts are resolved and issues mitigated to successful outcomes;
Interacts with skillful diplomacy and tact in handling difficult situations;
Supports a 24 x 7 environment, responding to emergencies and critical system failures;
Assists in detecting, analyzing, and resolving non-routine application-related problems;
Assists in the development of requests for proposals and in the evaluation of responses;
Monitors contract performance, ensures contract compliance, and approves contract deliverables;
Submits purchase requests, authorizes payments, and helps agency to reconcile project funding;
Writes IT Plan progress updates and reports to project steering committee(s);
Writes persuasive project proposals and budget justifications;
Provides mentoring, assistance, training, and guidance to subordinates and colleagues;
Evaluates new tools and methodologies for software development effectiveness and applicability;
Assists in definition and adoption of new standards;
Lends assistance and support to help other projects as needed; and,
May require support beyond normal work days to instrumental business operations or systems that require 24x7 support;
Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of effective project management methods, practices and standards;
Considerable knowledge of position-relevant computer languages and technologies;
Considerable knowledge of programming principles, operating systems, and hardware;
Considerable knowledge of system development life cycle concepts and activities;
Considerable knowledge of modern information processing techniques and systems analysis;
Considerable knowledge of the capabilities and operating requirements of various platforms;
Considerable knowledge of centralized, distributed, client server systems and Web architectures;
Considerable knowledge of computer / database programming process and related practices;
Considerable knowledge of conceptual and logical data, work flow, and process modeling;
Considerable knowledge of report design and procedural report writing;
Knowledge of effective supervisory practices, methods, and techniques;
Working knowledge of purchasing and contracting processes;
Basic knowledge of capital planning (budget) processes;
Skill in defining and supervising the work of others in a project lead or supervisory capacity;
Skill in written and oral communication, including mediation, negotiation, and persuasion;
Skill in identifying stakeholders and tailoring communications to meet their needs and concerns;
Skill in preserving positive relationships while working through conflict or ambiguity;
Skill in finding and presenting a range of options to resolve complex problems;
Skill in writing/reviewing advanced programs and debriefing changes made;
Skill in reviewing or designing and developing 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 motivate, develop, and train technical and professional employees;
Ability to establish and maintain effective business relationships;
Ability to mentor, develop, and provide appropriate guidance or supervision to others;
Ability to work independently, serve as a team lead, or add value as a team contributor;
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:
Graduation from a four-year college or university with a Bachelor's degree in Information Systems, Computer Technology, Business, Economics, or related field, PLUS
Four years programming/analysis experience including one year of team lead or supervisory experience in a complex information systems or automated business environment.

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.

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