

PROGRAMMER ANALYST 1

DEFINITION

The Programmer Analyst 1 performs systems analysis and computer programming for the design, development, implementation and maintenance of application software systems to meet the goals and objectives of the customer served; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the entry-level class in the Programmer Analyst series. This class is distinguished from the Programmer Analyst 2 by a lower level of knowledge, experience, and responsibility required within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines, as are positions allocated to the 2 level. Employees work according to predefined processes and procedures and work under direct guidance while learning job tasks.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the assigned management personnel. Receives functional and technical supervision from assigned professional personnel.

EXAMPLES OF DUTIES – Duties may include, but are not limited to the following:

- Provides internal and external customer service.
- Writes, tests, and documents computer programs.
- Organizes and produces technical documentation and procedures.
- Develops and provides requested reports to management.
- Assists with the research of products and services for technology purchases.
- Customizes, installs, and documents system components.
- Provides operational and technical support for one or more applications.
- Performs routine database administration and reporting functions.
- Implements and maintains application systems.
- Provides training to technical staff and users.

MINIMUM QUALIFICATIONS

Knowledge of

- Customer service practices.
- Standard programming techniques.
- General computer operations, procedures, and operating systems.

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Programmer Analyst 1 (continued)

- File structures, database concepts and capabilities of computer equipment.
- Computer hardware and software technologies.
- Basic troubleshooting procedures.
- Technical documentation procedures.
- Basic System Analysis

Ability to

- Establish and maintain effective working relationships.
- Effectively contribute to projects as a member of a team.
- Perform a variety of programming tasks.
- Program in one or more computer languages.
- Convey technical information simply and clearly, both verbally and in writing.
- Troubleshoot and resolve application problems.
- Improve technical skills.
- Participate in systems analysis.

EXPERIENCE AND TRAINING

Training

- Equivalent to an Associate's degree from an accredited college or university with major coursework in computer science or a related field.

Experience

- No experience is required.
- An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying. An example would be two years of programming experience that demonstrates software systems expertise.

Special Requirements

- If required to drive, must be in possession of a valid driver's license at time of application, and a valid Oregon Driver's license by the time of appointment.
- Security Clearance - These positions require a criminal background investigation and, as a condition of employment, security clearance to have and be able to maintain access to the Area Information Records System (AIRS) and/or the Law Enforcement Data Systems (LEDS).