SYSTEMS ANALYST/PROGRAMMER I

NATURE OF WORK

This is technical work performing systems and data analysis work.

Work involves responsibility for the design and development of data analysis projects and the limited analysis of existing data processing systems. Work also involves responsibility for assisting in the development of data-focused programs in the City and County. An employee in this classification is competent to work on several phases of systems and data analysis with only general direction, however, instruction and guidance are provided in the more complicated phases by a technical supervisor and/or Technology Project Manager.

EXAMPLES OF WORK PERFORMED

Assists in the organization of data housed in City and County systems.

Develops detailed specifications, code, documentation, and related customer information required to complete program development maintenance activities; prepares program logic flow charts and processing diagrams.

Designs and develops data solutions for customers.

Assists in the evaluation and recommendation of a solution to a specific data processing problem.

Provides feedback and analysis to other Information Services personnel to assure accuracy and completeness.

Prepares data-focused presentations for customers to communicate opportunities for performance improvement.

Works directly with customers in the isolation and definition of system and program questions.

Performs all duties within the established policies, standards, and guidelines of the Information Services Division.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of Microsoft products and other microservices.

Knowledge of database management, systems and technology for application infrastructure.

Knowledge of the principles, methods and techniques of computer programming language(s) used in data processing.

Knowledge of job control language concepts and functions and capabilities of computer hardware.

Ability to assimilate and follow written and oral instructions in the methods and techniques of computer program preparation.

Ability to analyze problems and to organize their component parts into logical steps.

Ability to exhibit independent judgment and initiative in analyzing data processing systems.

Ability to utilize technical manuals relating to programming languages, system operations and database management.

Ability to communicate effectively both orally and in writing.

Ability to design files and file structures.

Ability to establish and maintain effective working relationships with supervisors, co-workers and customers.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent supplemented by vocational or community college-level coursework in systems analysis, programming, mathematics, and data science or six months of experience in the design and development of computer programs and systems analysis, or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

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