

CITY OF SALINAS

SENIOR PROGRAMMER/ANALYST

BARGAINING UNIT/CLASS CODE:

AMPS / H02

DEFINITION

Under the direction of the Integration and Applications Administrator, performs and supervises the most complex and highly technical work in the design, programming, testing, installation and maintenance of data processing application systems. This includes planning, creating project specifications, and organizational activities for programming projects. Exercises direct and/or indirect supervision over data processing professional, technical, clerical personnel and/or consultants or independent contractors.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey class in the Programmer/Analyst series and is distinguished from the journey level class by the responsibility for the organizing, scheduling, coordinating, and technical and functional supervision of the work of journey and lower level Programmer/Analysts; application of highly technical knowledge and skills related to various computer programming problems including integration and coordination of a number of computer analysis and programming assignments and tasks of a group of programming personnel; performing difficult and analytical design activities utilizing independent judgment and solving overall systems problems.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Information Systems Manager. Exercises direct and/or indirect supervision over data processing professional, technical, clerical personnel and/or consultants or independent contractors.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Supervise and participate in the development of computer programs based on system requirements' document programs in accordance with established standards and practices. Supervise and participate in the design and preparation of test data for proper testing of computer programs and development of system/program documentation for new systems prior to implementation. Plans, organizes and directs the work of staff engaged in providing technical support services for computer equipment; establishes procedure; assigns tasks; establishes priorities and schedule and reviews work. Schedule and assign programming projects; monitor and report on status of projects in progress. Review and approve project tests, debugging, and implementation as projects are developed for production and as problems are identified. Assist in preparing time and cost estimates of proposed projects and applications. Meet with customer department personnel to determine changes necessary to update existing systems and supervise and perform modifications as necessary. Review and approve programming specifications and program changes. Perform the most complex computer applications programming work, including analysis, development, installation and maintenance of highly technical programs. Design forms for the data processing department and users including report layouts, input documents, screens and data file layouts. Assist users in solving problems related to their data on the computer; suggest alternate methods of operation to users. Advise and train other data processing personnel in programming on new applications, equipment, and software products. Assist in developing and modifying internal data processing standards and procedures. Translate problem statements into detailed instructions, program specifications, and solutions. Maintain the confidentiality of departmental information. Develop and maintain cooperative working relations with other City employees. Prepare clear and concise reports. Promote and maintain safety in the work place. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computers, business machines and related equipment; vision sufficient to read

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printed materials, visual display terminals, discern color, read fine printed materials in manuals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 30 lbs.; physical stamina sufficient to sit for prolonged periods of time, prolonged use of computers; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasionally include out-of office work at near-by worksites, driving to job sites and meetings, and out-of-town training.

QUALIFICATIONS

Knowledge of:

The principles, practices, and techniques of information systems analysis, design, and management, including: systems analysis structured techniques, relational database management systems; structured programming, data communications fundamentals, and end-user and technical interfacing and communications. The primary operating system(s) on the City's computers. Theory and techniques of system analysis and design, integration, testing, implementation, and monitoring and evaluation of system performance. Project management tools and software life cycle methodologies. High-level programming languages used by the City. The global software application design and operations similar to those used by the City (e.g., municipal financials, and office automation software.). In addition, depending on the needs of the City, knowledge of one or more of the following areas may be required thorough knowledge of networking, advanced systems software, client-server/minicomputer computing and operations, data management, data analysis and modeling, information resource management, strategic planning, software tools and utilities, help desk operations, telecommunications, and specialized City application areas (e.g. geographic information systems, desktop publishing, the Internet, etc.).

Ability to:

Perform the most complex and difficult data processing application programming assignments. Analyze, design, program, install and maintain highly technical and complex programs. Read and interpret, and apply complex technical publications, manuals, other documents. Keep abreast of current changes and advances in the data processing industry. Coordinate and integrate a number of computer analysis and programming assignments and tasks involving a number of personnel performing those tasks. Analyze data and develop logical solutions to complex data processing application programming problems. Understand and interpret system design specifications prepared by Programmer/Analyst; and approve programming specifications and changes to meet design requirements. Integrate City minicomputer languages, operating systems, and devices with workstation operating systems, personal computer applications, and LANS and WANS as required. Train technical staff and end-users. Write clear, concise, and well-organized documentation, reports, and other material. Establish and maintain effective working relationships with users and other Information systems personnel. Promote the mission, values and organization of an effective public organization, particularly in the area of customer service. Communicate effectively in both technical and non-technical terms.

Licenses and Certifications:

Possession of a valid California Driver's License. As periodically determined by the City to establish and/or maintain the minimal level of skills, knowledge, and abilities required by this position and to meet the needs of the City.

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Education and Experience:

Any combination of training, education, and experience equivalent to a four-year degree from an accredited college or university with a major in information systems, data processing, computer science, or a closely related computing systems concentration; AND a minimum of three (3) years of progressively responsible experience in systems analysis, software development, and/or data processing operations. Experience must include at least one year of systems analysis and software development.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 2-84, REV: 7-96, REV: 2-07