



## CLASS SPECIFICATION

Class Code: 0430  
Date Est: 03/2001  
Last Rev: 04/2016  
Last Title Chg:  
FLSA: Exempt  
Probation: 12 months

### SENIOR DEPARTMENT PROGRAMMER ANALYST

#### **DEFINITION**

Under general supervision, performs the more difficult system design and program development to develop applications for information technology systems; performs testing of programs; uses database languages to develop and modify databases; provides documentation and user manuals for programs; performs information technology studies as directed; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree in computer science or a closely related field from an accredited college or university plus four years of full-time programming experience using languages and working with information technology equipment similar to that of Washoe County; OR an equivalent combination of education and experience.

#### **LICENSE OR CERTIFICATE**

N/A

#### **DISTINGUISHING CHARACTERISTICS**

Incumbents perform the full range of assignments in the development of program specifications and programs for information technology applications. They may also develop and modify databases. This classification is distinguished from the Department Programmer Analyst in that the latter is primarily responsible for data and system integrity, maintenance and upgrade of existing information technology applications.

#### **SUPERVISION EXERCISED**

Exercises no supervision.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Determine user needs and develop information technology applications.

Analyze applications and prepare program specifications, flow charts and decision tables.

Perform maintenance and modification on existing information technology applications.

Develop a sequence of coded instructions to create and maintain efficient programs.

Prepare sample runs for testing programs and solve problems identified during tests.

Instruct end users in the use of new programs and coordinate initial production runs.

Prepare written documentation and procedures for custom and enterprise applications for department staff.

Use database languages to create, convert and modify databases.

Plans and organizes the implementation and administration of department specific information systems and software.

Attend training for new products and participate in Department project meetings.

Train users and other staff in the use and maintenance of information technology applications and systems.

Develop stored procedures using SQL.

Participate in the development of CAMA system workflows.

Serve as vendor contact for vendor applications in resolving pending issues and scheduling upgrades.

Coordinate with various departments in implementing new hardware and software applications.

Conduct ongoing quality control to ensure data integrity.

Works with centralized technology services personnel and other agencies to develop interfaces between information systems.

Provide technology support to department staff.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

Operating methods and procedures for Washoe County information technology equipment, including methods used in the development of computer programs, documentation and procedure manuals.

Databases and database software specific to Washoe County.

Departmental/division policies, procedures and knowledge of applicable statutes and regulations.

County policies and procedures related to technology infrastructure.

#### **Ability to:**

Perform the full range of application and specification development, programming and database modification jobs and assignments.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

#### **Knowledge of:**

Information technology application development and design.

Programming languages used in Washoe County such as SQL.

Program specification development, computer programming and documentation techniques.

Commonly used database software.

#### **Ability to:**

Analyze work systems and information requirements and develop electronic data processing applications.

Analyze problems and develop solutions as a series of logical steps.

Design information technology applications and develop program specifications.

Translate specifications into computer programs.

Prepare and test computer programs.

Prepare program documentation and operating procedures manuals.

Prepare and present detailed oral and written reports.

Maintain effective working relationships with department staff and representatives of other departments.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to frequently stand, walk, stoop, and kneel. Ability to lift and move objects weighing up to 25 lbs. Ability to use data processing and associated equipment. .

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*