



## CLASS SPECIFICATION

Class Code: 15175  
Date Est: 06/2005  
Last Rev: 04/2014  
Last Title Chg:  
FLSA: Exempt  
Probation: 12 months

### DEPARTMENT PROGRAMMER ANALYST

#### **DEFINITION**

Under general supervision, analyzes user needs, designs programs, performs testing, and implements code in order to create and modify specialized applications used in a department; develops and modifies databases as required; performs website development and content management and performs related work as required.

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

A Bachelor's degree from an accredited college or university in Computer Science or a closely related field or 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**

NA

#### **DISTINGUISHING CHARACTERISTICS**

Incumbents of this class spend the majority of their time in program design, and developing and modifying databases. Depending upon the department to which the incumbent is assigned, significant time may be devoted to developing website content and applications. This classification is distinguished from the Senior Department Programmer Analyst in that the latter is responsible for more complex system design and a broader range of applications.

#### **SUPERVISION EXERCISED**

NA

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

Determine user needs and develop electronic information technology applications.

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

Perform maintenance and modification on existing system applications.

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

Develop and maintain website.

Maintain and develop website content.

Prepare written operating procedures to be used by operations staff.

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

Develop final program changes and prepare final documentation and procedure manuals.

Use database languages to create, convert, and modify databases.

Troubleshoot processes, data issues, and/or programs and act as liaison with County IT staff, stakeholders and vendors.

Prepare and evaluate statistical and informational reports for department including quality assurance activity.

Coordinate services and activities with internal divisions, agencies, organizations, and government officials and in accordance with department policies and/or government regulations.

Meet with vendors, preview new products and maintain current information and technology skills in order to serve as a resource to users and staff.

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

## **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 technologies equipment, including methods used in the development of computer programs, documentation, and procedure manuals.

Specialized program language and applications related to area of assignment.

Comprehensive knowledge of functions and applications of department computer hardware and software as they relate to desktop computers, notebooks, laptops, servers and various peripherals.

Departmental/division policies and procedures including regulations and Nevada Revised Statutes in areas of assignment.

### **Ability to:**

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

Recognize process improvement opportunities.

Prepare and present detailed oral and written reports.

**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, including website and associated content management.

Program specification development, coding, testing, and documentation techniques.

Database concepts and software.

Methods for developing and presenting public information.

### **Ability to:**

Analyze work systems and information requirements and develop electronic information technology applications.

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

Design and implement information technology applications and develop program specifications.

Design websites and content management.

Interpret and communicate current technical information to other staff.

Translate specifications into computer programs.

Prepare and test computer programs.

Prepare program documentation and operating procedures manuals.

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 use data processing and associated equipment. Ability to work in an environment with controlled temperatures.

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