

**COMPUTER PROGRAMMER ANALYST**

**Duties and Responsibilities**

This class of positions encompasses either supervisory work of ordinary difficulty and responsibility, or more than ordinary difficulty and responsibility in the development of computer programs; or performing ordinary work or more complex work in the development of computer programs. This class of positions is the initial supervisory rank in this Occupational Group. There are two assignment levels. The following are typical assignments within this class of positions. All personnel perform related work.

**ASSIGNMENT LEVEL I**

Under general supervision with some latitude for independent or unreviewed action or decision, performs work of ordinary difficulty and responsibility in the development of computer programs.

- Codes program instructions.
- Assists in surveys and feasibility studies.
- Documents computer systems and programs.
- Assists in writing procedure manuals.
- Prepares test data.
- Meets with users of computer services, explaining the procedures and standards required.
- Assists in the preparation, review and analysis of detailed computer systems specifications.
- Modifies existing programs to accommodate changing needs.

Under general supervision with some latitude for individual action or decision, supervises a unit or group of subordinate employees engaged in one or more of the following:

- Performance of computer programming work of ordinary difficulty and responsibility including supervision of all of the above tasks.
- Performance of computer programming work of more than ordinary difficulty and responsibility, including supervision of all the above tasks.

**ASSIGNMENT LEVEL II**

Under general direction and with wide latitude for the exercise of independent initiative and judgment, performs more complex and responsible work in the development of computer programs, including performance of all of the above tasks.

**COMPUTER PROGRAMMER ANALYST (continued)**

**Qualification Requirements**

1. An associate degree from an accredited college, including at least twenty-one (21) credits in computer science or a related computer field; or
2. A baccalaureate degree from an accredited college and one (1) year of satisfactory full-time paid computer programming experience; or
3. An associate, degree from an accredited college or completion of two (2) years of study (60 credits) at an accredited college and two (2) years of satisfactory full- time paid computer programming experience; or
4. High school graduation or evidence of having passed an examination for a high school equivalency diploma and four (4) years of satisfactory full-time paid experience; at least two (2) years of which shall have been computer programming experience, and the remaining two (2) years may be clerical experience; or
5. Education and/or experience equivalent to "1", "2", "3", or "4" above.

**Direct Lines of Promotion**

**From:** Computer Programmer Analyst  
Trainee (13650)

**To:** Computer Associate  
(Software) (13631)