

## **PROGRAMMER ANALYST**

### **JOB SUMMARY**

Under direction, participates in the planning, analyzing, designing, coding, testing, and revising of difficult and complex programs; programs and implements changes; and performs related work as required.

### **ESSENTIAL DUTIES**

- Participates in reviewing and defining problems with particular emphasis on assigned programs.
- Prepares diagrams to indicate essential operations to be performed.
- Develops detailed flowcharts for logical machine operations.
- Translates flowchart steps into coded instructions.
- Systematically checks coded programs to determine if other combinations of instructions would achieve greater flexibility, better machine utilization, or more dependable results.
- Debugs and accurately tests programs and makes necessary adjustments.
- Prepares written instructions for end users.
- May lead the work of others.

### **EMPLOYMENT STANDARDS**

**Education and Experience:** Graduation from high school or equivalent, and training and experience equivalent to completion of a formal training program in computer programming. Two years of full time, paid experience in digital computer programming using COBOL as the programming language.

### **KNOWLEDGE AND ABILITIES**

#### **Knowledge of:**

- The principles and techniques of program planning, data file design, current mainframe generation computer systems, and microcomputers.
- Program documentation, basic accounting and statistics, On-line Data Communications.

#### **Ability to:**

- Develop computer programs and modify them for efficient operation.
- Prepare flowcharts and code their steps into program language.
- Develop a database.
- Design records and/or print formats.
- Prepare clear and concise reports.
- Program in COBOL.
- Work cooperatively with others.
- Prepare and present oral and written reports.
- Lead the work of others.