PROGRAMMER ANALYST TRAINEE /
PROGRAMMER ANALYST

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of technical work in the programming, testing, installation and maintenance of computer systems; and to operate computer equipment as required.

Supervision Received and Exercised:

Programmer Analyst Trainee

Receives general supervision from the Information Technology Supervisor or other supervisory and management staff.

Programmer Analyst

Receives general supervision from the Information Technology Supervisor or other supervisory and management staff.

Distinguishing Characteristics:

Programmer Analyst Trainee

This is the training classification in the Programmer Analyst flex series and as such the department may appoint the employee to the Programmer Analyst once the employee is off probation, meets the minimum qualifications and is performing the work of the higher level classification. This class is distinguished from the Programmer Analyst by the performance of the more routine tasks and duties assigned to positions within the series including fundamental applications programming, testing and maintenance of computer systems. Since this class is used as a trainee class, employees may have only limited work experience and/or completion of course work in computer programming

Programmer Analyst

This is the full journey level class within the Programmer Analyst series. Employees within this class are distinguished from the Programmer Analyst Trainee by the performance of complex systems analysis and programming duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are full aware of the operating procedures and policies of the work unit. Positions in this class are

flexibly staffed and are normally filled by advancement from the Trainee level, or when filled from the outside, require programming experience and a degree in computer programming or related field education. Appointment to the higher class requires that the employee is off probation, meets the minimum qualifications for the Programmer Analyst level and is performing the full range of responsibilities.

Essential Functions:

Duties may include, but are not limited to, the following:

- Write, modify, test and debug new and existing computer programs; analyze problems and make modifications to systems and individual programs to meet customer needs or systems design changes; maintain assigned systems.

- Develop solutions to problems in order to meet customer needs; communicate with customers, in-house staff and vendors regarding system and customer needs.

- Prepare documentation for new programs and changes to existing systems.

- May work directly with customers to identify needs; design and write computer programs based on system and customer needs as assigned.

- Assist the customer with implementation of new and existing computer systems; assist with or provide customer training.

- Confer with senior staff regarding complex solutions to programming problems relating to customer needs.

- Attend training seminars and professional meetings as needed.

- Operate a computer and related equipment as required.

- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Programmer Analyst Trainee

Certificate of Completion (CCL) in Computer Programming or a minimum of six months programming experience is required.

Programmer Analyst

Minimum of one year of computer programming and/or systems analysis experience.

Education:

Programmer Trainee / Programmer Analyst

Equivalent to an Associate's degree from an accredited college or university with major course work in computer science, technology, business, or a degree related to the core functions of this position.

A combination of certifications relating to computer programming, development applications, and / or report writing tools may be substituted for the Associate's degree requirement. Substitution will be determined based upon the certification(s) relatedness to current City of Tempe programming needs.

Examples of Physical and/or Mental Activities:

- Operates computers, calculators, and other office machines
- Extensive reading and close vision work
- May require working extended hours

Competencies:

(Pending)

Job Code: 323/378

Status: FLSA Exempt / Classified

Revised January 1996
Revised November 2001 (range adjustment)
Revised August 2012 (class title changed from Programmer Analyst I/II+, duties updated, qualifications changed)