



# City of Tempe

## PROGRAMMER ANALYST TRAINEE+

JOB CLASSIFICATION INFORMATION				
<i>Job Code:</i>	323		<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Internal Services		<i>Salary / Hourly Minimum:</i>	\$44,854
<i>Supervision Level:</i>	Non-supervisor		<i>Salary / Hourly Maximum:</i>	\$60,553
<i>Employee Group:</i>	NSU		<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified		<i>Market Group:</i>	Sr. Programmer Analyst
<i>Drug Screen / Physical:</i>	N	N	<i>EEO4 Group:</i>	Technicians

**DISTINGUISHING CHARACTERISTICS**

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

**REPORTING RELATIONSHIPS**

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

**MINIMUM QUALIFICATIONS**

<i>Experience:</i>	Certificate of Completion (CCL) in Computer Programming or a minimum of six months programming experience is required.
<i>Education:</i>	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.
<i>License / Certification:</i>	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.

**ESSENTIAL JOB FUNCTIONS**

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

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.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- 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.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
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Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Revised January 1996*

*Revised November 2001 (range adjustment)*

*Revised August 2012 (class title changed from Programmer Analyst I/II+, duties updated, qual changed)*