



# City of Tempe

## PROGRAMMER ANALYST+

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	378	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$69,636
<i>Supervision Level:</i>	Non-supervisor	<i>Salary / Hourly Maximum:</i>	\$94,008
<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	<i>EEO4 Group:</i>	Technicians

### DISTINGUISHING CHARACTERISTICS

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.

### REPORTING RELATIONSHIPS

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

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Minimum of one year of computer programming and/or systems analysis experience.
<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, qualifications changed)*