

Programmer Analyst II

Job Code 50007598

General Description

Participates in the full systems life cycle and is responsible for designing, coding, testing, implementing, maintaining and supporting complex applications software that is delivered on time and within budget.

Examples of Duties

Design, code, test, implement, maintain and support applications software to established standards.

Participate in solution design and performance monitoring.

Ensures compliance with SDLC and department standards. Implement quality improvement activities.

Help select development tools/approaches consistent with approved standards.

Work closely with customers, business analysts and team members to understand business requirements and technical specification/documentation.

Evaluate impact of patch sets on custom software.

Assess current operation, process, logic flow, etc.

Maintain relevant data and metrics on own and team's performance.

Develop plans for improvement.

Provide clear and effective documentation.

Conduct benchmarking and feedback with vendors, customers, peer universities and others.

Anticipate, identify, communicate, resolve and/or escalate problems and issues.

Identify potential problems and opportunities and recommend solutions.

Maintain effective communications and customer and university awareness.

Participate in alignment efforts and comply with organization's architectural standards.

Coordinate with project sponsors, steering & project teams, competency centers and components of Technology Resources.

Provide consulting advanced services to other entities.

Provide input to change management and end user training.

Anticipate technical training requirements.

Assist in the definition and deployment of application security elements for both technical and functional users.

Participate in other application administration and development activities.

Participate in budget and resource activities.

Ensure compliance with license agreements.

Participate in capital equipment and software acquisition process.

Clarifies functional specifications develop technical specifications/documentation.

Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: software analysis, design and development; of system and network software; of operating systems, system analysis and design tools, decision table, flow diagraming; of SDLC process, of the interrelationships of the information contained in the database and the systems which manipulate and use information from the database; of software development environment; of COBOL, C, Open VMS, Web based development tools, System 1032 RDBMS, DECForms, VMS based editors, CASE tools, Software structured coding techniques, IBM compatible PCs, Windows, CPS tools, MSOffice, eXcursion, Web tools, Netscape, Pathworks; of functions and administrative duties performed at SWT; of basic terms, concepts, procedures and policies used by specific University Offices; of formats, reporting media and cycles, exchange protocol, rules, regulations, compliance reports, TASP, NCAA, CB, NES, ETS, ACT and exchanging data using electronic formats.

Skill in: working as team member on projects; in effectively directing the work of others and motivating output; in establishing rapport with a variety of clients.

Ability to: understand complex written job instructions; to understand employer's policy and procedure manuals; to read and interpret technical manuals; to prepare reports, letters and proposals, program and system specifications, to perform basic and intermediate math; to perform Boolean algebra; to present both technical and non-technical material to both technical and non-technical audiences.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements