



SENIOR PROGRAMMER-ANALYST

DEPARTMENT: Information Services

DEFINITION:

Under general supervision from the Director of Information Services, performs complex professional work in systems development, including planning, design, customization, and maintenance of designated applications software from the pre-programmed to specialized to multi-functional levels of complexity; to analyze designated user/business needs and processes within the County organization, assess potential or existing problem situations or opportunities and design technical solutions; to implement, debug, test, migrate, and document new and/or modified applications and systems; to provide and coordinate the most advanced technical and specialized software support to users; and to function as a positive and cooperative team member.

ESSENTIAL JOB DUTIES:

Supervises the work of other Programmer-Analyst positions; provides technical assistance, as required, to Programmer Analysts and other County employees, capable of performing any function on installed systems. Functions as the Data Base Administrator. Has responsibility to define databases and maintain accuracy and consistency in the data dictionary for all applications as assigned in the County. Responsible for defining and maintaining all data interface definitions between various application platforms, such as Financial, GIS, Network Servers, Public Safety, Web Servers, etc. Able to perform as a project leader of any project from definition to implementation and operation; ability to manage both human and technical resources in a manner that ensures project is verifiably accurate and on schedule. Works at the highest level of all technical phases of programming; requires a high degree of creative thinking and the ability to use the accumulated knowledge and experience of others. Critically reviews all programs prior to implementation to verify consistency and conformance with established departmental guidelines, policies and practices as well as industry standard guidelines; performs acceptance testing and program implementation for assigned systems and/or projects.

Conducts thorough problem analysis in regard to technical system and application programs; documents findings and proposes problem resolution alternatives and/or recommendations for improvements. Keeps Information Services Director apprised of the status of all problems and assigned projects on a regular basis. Capable of designing application solutions to user department needs without supervision; maintains current

working knowledge of all installed application systems. Responsible for continuous review of disaster recovery plan to insure completeness and accuracy to quickly restore all applications in the event of a disaster or other interruption of processing. Performs other duties as required.

Must have ability to stand, walk, kneel, crouch, crawl, stoop, squat, twist, climb, and descend stairs, sit for prolonged periods of time, use a telephone, and lift up to 50 pounds; must have ability to reach and lift above shoulder level; normal hearing and vision.

EMPLOYMENT STANDARDS:

Characteristics/Education and Experience Requirements:

This is the advanced journey level classification within the Programmer-Analyst job series. Incumbents in this job class possess and apply the highest levels of specialized and professional analytical skills and knowledge while serving as team leader/project manager for designated and major computerized systems. Incumbents in this job class perform the most difficult and responsible duties including providing advanced technical/professional support to system users. Incumbents in this job class provide lead direction to programming resources, other Information Services Technicians/Analysts, and/or consultants on assigned systems design, implementation and/or maintenance projects. Incumbents in this job class generally work independently and require outstanding problem-solving, organizational, and communications skills as well as considerable knowledge of a variety of hardware, software, and network systems and products. Receives consistent direction from the Director of Information Services. May exercise technical and functional supervision over clerical, technical, or entry level professional staff as assigned and on a project by project basis.

A Bachelor's degree in computer science or related fields; qualified experience in network or operations management, analysis and design may be substituted for the desired education on a year-for-year basis; plus three or more years employment as a Programmer-Analyst or equivalent position with proficiency in operating systems, application support, software design, software programming and project management.

Special requirements: Must possess a valid California driver's license; must successfully complete a California Department of Justice "Criminal Justice System Employee" background check prior to employment.