

924512/11/07

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: SENIOR PROGRAMMER ANALYST

DEFINITION

Under limited supervision to perform a variety of technical and professional work in the analysis, design, programming, testing, installation, and maintenance of computer programs; conduct comprehensive systems analysis studies; present products to customers; resolve a variety of technical problems; and perform other related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level classification in the Programmer Analyst series. Positions in this class perform specialized and professional work assignments of a complex and difficult nature. Work involves organizing and directing analytical and design activities as a team leader within established schedules and standards utilizing independent judgment in solving overall system problems. Impact of decisions may be significant and contacts are diverse including management and external sources. Incumbent may act in a lead capacity over lesser skilled Programmer Analysts.

REPORTS TO: Higher level programming or management staff, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Principal Programmer Analyst and/or the Systems Manager, or a higher level management employee, as assigned. Exercises technical supervision as a project team leader over Programmer Analysts, Interns, and other lesser-skilled employees, as assigned.

EXAMPLES OF DUTIES

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

- Prepare system designs and specifications.
- Consult with department users to define general and detailed specifications of a proposed system.
- Translate system specifications into a logical process and set of computer instructions.
- Design testing methods and test completed programs and procedures for accuracy and completeness ensuring system requirements are met.
- Design input and report forms and file layouts for data entry.
- Implement and maintain programs performing modifications as necessary.
- Analyze problems related to the common use of data and develop compatible systems.
- Review established programs to refine procedures and make modifications to correct errors and reduce operating time and costs.
- Prepare activity and progress reports regarding project activities.
- Program new applications or modifications from limited verbal and written direction performing the necessary analysis to develop detailed program specifications.
- Serve as a team leader, assign tasks and provide general and technical guidance to team members.

- Monitor and prepare reports on the team's progress.
- Conduct informal training and provide guidance to lesser skilled Programmer Analysts.
- Serve as a resource consultant for the department on data analysis and processing, research methodology, programming, and systems development.
- Project leadership in the detail analysis of existing functions and systems to determine the feasibility and application of data processing techniques.

In addition, when assigned to the Public Works Department:

- Oversees and coordinates Geographic Information System (GIS) Basemap data for the City's Public Works Department; ensures data is up to date and quality is maintained.
- Designs, develops, and modifies applications to allow for maintenance, viewing, and other uses of GIS data.
- Designs, develops, and modifies applications to produce specialized GIS products.
- Provides technical support and training to users of the GIS system; determines if issues are related to hardware, software, or user error; implements appropriate solutions.
- Supports Public Work's survey website including designing and implementing web pages; processes data for website.

QUALIFICATIONS

Knowledge of:

- Principles and techniques of programming for data processing.
- Principles of computer systems and procedures analysis and design.
- Use, capacity, characteristics, and limitations of computers, software, and related equipment.
- Records storage and handling techniques.
- Geographic Information Systems.
- Website programming processes.
- Research techniques, methods, and procedures.

Ability to:

- Analyze data and develop logical and cost effective solutions to problems.
- Conduct data processing systems and procedures analysis and feasibility studies.
- Develop computer programs and create program specifications.
- Maintain technical libraries and documentation files.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain efficient working relationships with those contacted in the course of work.
- Act as a team leader and assign, review, and evaluate the design and analytical work of others.

- Maintain municipal Geographic Information Systems.
- Provide technical support and training to GIS system users.
- Design, develop, and modify GIS applications
- Establish and maintain effective working relationships with other staff, City departments, and contractors.
- Develop operational procedures.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major work in computer science, computer information systems, data processing, or a closely related field. Two years of additional qualifying experience may substitute for two years of required education.

Experience: A range of 2-3 years experience in data processing systems developing in at least one application language in mini or mainframe environments. Experience must have included analyzing, developing, documenting, and implementing a variety of systems analysis projects.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Senior Programmer Analyst

TO: