



CLASSIFICATION NO. 692

Established: 4/91

Revised: 9/00

FLSA: Non-Exempt

EEO: 3

## **MICROCOMPUTER PROGRAMMER/ANALYST**

### **CLASS CHARACTERISTICS**

Under direction, to code or modify microcomputer applications; to analyze and design moderately complex microcomputer systems; to design and develop departmental databases; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Microcomputer Analyst and Microcomputer Programmer/Analyst series is used for application/database design, and development and implementation at the department level. Incumbents assist departments and staff in processing and organizing large volumes of data into useful formats. Incumbents also assist in planning, monitoring, and evaluating department operations, finances, billing processes, and application systems.

The Microcomputer Programmer/Analyst is responsible for microcomputer programming, analysis, and data base projects in accordance with user specifications and needs. Incumbents work closely with user departments to define problems, evaluate microcomputer-processing requirements, and coordinate the maintenance of existing microcomputer systems. Positions in this classification require considerable interpersonal, writing and technical skills to translate user needs into microcomputer applications and to present complex technical information to users at all levels of ability.

The Microcomputer Programmer/Analyst differs from the Microcomputer Analyst who updates and implements microcomputer database projects and from the Microcomputer Specialist series that installs and maintains microcomputers, operating software, and related equipment. It also differs from the Information Services Software Specialist series that creates and modifies programming solutions, web applications, and performs system analysis within the Information Services department only.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Designs microcomputer program logic to meet specifications; codes instructions for microcomputers applications using appropriate language; tests and develops application/data base programs to ensure operational accuracy.
2. Designs and documents formal descriptions of microcomputer systems and programs; details program functions, interfaces, data descriptions, recovery procedures and intervention methods; develops and documents procedures for implementation and use of system.

3. Confers with user departments in analyzing microcomputer processing needs, resources and system performance to plan new or modified applications; recommends the most cost-effective approach to meet user requirements; develops estimates of time and costs to complete projects.
4. Performs computer software maintenance activities; recovers lost files, reorganizes and backs up files, and transfers files between computer systems; creates program information, display screens or report templates; maintains and stores computer discs and tapes.
5. Provides advanced technical support and training to microcomputer system users; develops formal training agendas and arranges materials and equipment for training sessions.

### **REQUIRED KNOWLEDGE AND SKILLS**

Working knowledge of: Microcomputer programming techniques; principles and practices of microcomputer systems design, analysis and evaluation; principles and practices of microcomputer data base management systems; applicable data base language generator and job control languages; operation and capabilities of microcomputer equipment; configuration for terminals, printers, modems and data interface units; applicable software, release levels and compatibility with existing hardware and software; data entry and retrieval techniques; principles and techniques of recordkeeping, bookkeeping and cost accounting; modern office procedures and practices; basic math; English grammar and composition.

Some knowledge of: Data communication equipment, hardware, software, network design, operation, and installation; theory and fundamentals of microcomputer operations and related equipment; training techniques.

Skill to: Communicate effectively, both orally and in writing; reason and think logically; write job control and data base tables and structure in appropriate language; design, test, debug, and document microcomputer program applications; maintain accurate and detailed records; convey technical information to persons at all levels of ability; read, understand and interpret source documents; work under extreme deadlines; establish and maintain effective working relationships with vendors, system users and County employees.

### **WORKING CONDITIONS**

May require evening and/or weekend overtime hours and availability on an on-call basis.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None Required.

## **PRE-EMPLOYMENT REQUIREMENTS**

Positions within the County's Criminal Justice agencies must successfully pass an extensive background investigation which may include national fingerprint records check; Some positions within Non-Criminal Justice agencies must successfully pass a criminal history check which may include national or state fingerprint records check.

All positions within the County's Criminal Justice agencies must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.