



# Systems Analyst / Programmer II

## Job Description

Department: Information Systems  
Position: Career Service  
Starting Step: 49, Table 14  
Supervisory: No  
Reports to: Systems Analysis and Programming Manager

### Summary

Under the general direction of the Systems Analysis and Programming Manager, serve as a professional resource to Utah County Departments. Review, analyze, modify, design and implement applications and commercial software including encoding, testing, debugging, documenting, specification writing, installation, training, and ongoing support.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Consult with users to identify current operating procedures and to clarify program objectives.
2. Design, construct, and manage web pages/sites including incorporating graphic user interface features and other techniques using components similar to Dreamweaver, Fireworks, and Visual Studio.
3. Analyze, design, program, debug and maintain systems for use by County Departments with the use of object-oriented programming tools including Power Builder.
4. Adapt and update existing systems to meet user requirements.
5. Create external functions using SQL to be used in complex reporting.
6. Review source code prior to introducing new source code to systems.
7. Perform research into existing programs that need modification and researches commercial software for county use.
8. Assist in developing database-related functions, hardware and telecommunications requirements and overall application needs.
9. Act as technical support for County agencies, outside agencies and general public. Technical support includes training, installation and troubleshooting for both hardware and software.
10. Create customized reports in various formats including those for web deployment to be used by County Departments as well as outside agencies.
11. Document and track resolutions and work progress for all work activities.
12. Write specifications and prepare system documentation for applications developed.
13. Integrate, maintain, install and support purchased software.
14. Configure computer and programs and configure printer settings for users.
15. Manage network support functions and system administration for users.

### For Office Use Only

Class Code: 2030  
Class Title: Systems Analyst / Programmer II  
FLSA: Exempt  
Effective Date: 07/07/2017  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: No  
DOT: No

### **Knowledge, Skills, and Abilities**

Knowledge of information systems including analysis, programming, and design techniques  
Knowledge of Oracle Relational Database technology  
Knowledge of personal computer systems including DOS, Windows Networks, Novell Netware, Windows Server, SQL Server, etc.  
Knowledge of UNIX Systems programming  
Knowledge of Java Script, ASP, .NET, Dreamweaver, and Visual Studio for web development  
Knowledge of PC networking and server technology  
Knowledge of accessibility laws for government agencies  
Skilled in system design and programming including knowledge of Power Builder, Visual Studio, C, or similar object-oriented development languages  
Skilled in designing and maintaining databases  
Skilled in troubleshooting computer hardware and software  
Skilled in communicating technically complex information both verbally and in writing  
Skilled in customer service  
Skilled in all Microsoft Office applications  
Ability to set own priorities and work with minimal supervision  
Ability to analyze user needs and convert requirements into computer-based procedures and systems  
Ability to maintain cooperative relationships with those contacted in the course of work activities

### **Supervisory Responsibility**

This position has no direct supervisory responsibility, but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 30 - 50 pounds.

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**Position Type/ Expected Hours of Work**

Incumbent must work 80 hours each pay period to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

**Travel**

This position requires up to 5 percent travel.

**Required Education and Experience**

1. Equivalent to an Associates Degree in computer science, computer programming or a closely related field
2. And four (4) years of computer programming experience
3. Or equivalent combination of experience and certifications

**Additional Eligibility Qualifications**

1. Selected applicants may be subject to, and must pass, a background check

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Below is to be completed after an offer has been extended and accepted.**

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

HR Director \_\_\_\_\_

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee \_\_\_\_\_ Date \_\_\_\_\_

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