

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: SYSTEMS ANALYST / PROGRAMMER II
CLASS CODE: 2030

FLSA STATUS: EXEMPT

EFFECTIVE DATE: AMENDED 3/30/08 (Revised 1/8/2002 version)
DEPARTMENT: INFORMATION SYSTEMS

JOB SUMMARY

Under the general direction of the Programming Supervisor, reviews, analyzes, modifies, designs and implements applications and commercial software including encoding, testing, debugging, documenting, specification writing, installation, training, and ongoing support..

CLASS CHARACTERISTICS

This is the primary level in the systems analyst class series performing a wide variety of programming activities.

ESSENTIAL FUNCTIONS

Consults with users to identify current operating procedures and to clarify program objectives.
Designs, constructs, and manages web pages/sites including incorporating graphic user interface features and other techniques using components similar to Dreamweaver, Fireworks, and Visual Studio.
Analyzes, designs, programs, debugs and maintains systems for use by County Departments with the use of object-oriented programming tools including Power Builder.
Adapts and updates existing systems to meet user requirements.
Creates external functions using SQL to be used in complex reporting.
Reviews source code prior to introducing new source code to systems.
Performs research into existing programs that need modification and researches commercial software for county use.
Assists in developing database-related functions, hardware and telecommunications requirements and overall application needs.
Acts as technical support for County agencies, outside agencies and general public. Technical support includes training, installation and troubleshooting for both hardware and software.
Creates customized reports in various formats including those for web deployment to be used by County Departments as well as outside agencies.
Documents and tracks resolutions and work progress for all work activities.
Writes specifications and prepares system documentation for applications developed.
Integrates, maintains, installs and supports purchased software.
Configures computer and programs and configures printer settings for users.
Manages network support functions and system administration for users.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of information systems including analysis, programming, and design techniques; Skill in system design and programming including knowledge of Power Builder, Visual Studio, C, or similar object-oriented

SYSTEMS ANALYST / PROGRAMMER II

3/30/2008

Page 2

development languages; Knowledge of Oracle Relational Database technology; Knowledge of personal computer systems including DOS, Windows 2000/NT/XP Networks, Novell Netware, Windows Server, SQL Server, etc.; Knowledge of UNIX Systems programming, and UNISYS (A series systems a plus); Knowledge of Java Script, ASP, .NET, Dreamweaver, Fireworks and Visual Studio for web development; Knowledge of PC networking and server technology; Knowledge of accessibility laws for government agencies; Ability to set own priorities and work with minimal supervision; Ability to analyze user needs and convert requirements into computer-based procedures and systems; Skill in designing and maintaining databases; Skill in troubleshooting computer hardware and software; Ability to maintain cooperative relationships with those contacted in the course of work activities; and Skill in communicating technically complex information both verbally and in writing. Skill in customer service; skill in all Microsoft Office applications and Word Perfect/Quattro Pro

PHYSICAL DEMANDS

Typically sit at a desk or table; Occasionally walk, stand, and stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 50 pounds; Use tools or equipment requiring a high degree of dexterity; Work for sustained periods of time maintaining concentrated attention to detail; and Need to distinguish between shades of color.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office, computer room, or other environmentally controlled room.

EDUCATION AND EXPERIENCE

Equivalent to a Bachelor's in computer science, computer programming or a closely related field; and two (2) years of computer programming experience or equivalent combination of experience and certifications..

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.