

**Alaska Court System
Class Specification**

PROGRAMMER ANALYST I

Range: 18

EEO4: 2

SOC: 15-1021

Class Code: C3423

Definition:

Under general direction of the Applications Manager, the Programmer Analyst I analyzes, designs, and implements smart forms, and electronic document work flow solutions, and computer programming solutions; develops and maintains form generation templates for the court's case management system; and provides coordination and support to the case management activities. The incumbent studies and analyzes methods of operation in court system departments; designs and prepares programming specifications; codes programs and tests; and coordinates and conducts training for system users.

Distinguishing Characteristics:

The Programmer Analyst I is the entry level of the job class series. Incumbents become familiar with software applications used by the court system. A significant portion of the duties of a Programmer Analyst I is the completion of training in order to independently perform higher level work. This is a partially-exempt job class; incumbents serve "at will" to the appointing authority.

Positions in the Programmer Analyst job class series perform highly complex technical duties to analyze system problems and provide reliable and cost effective solutions to these problems via adjustments of manual procedures and/or implementation of automated processing applications. Incumbents must be able to prepare clear documentation of work products produced and write concise reports on analysis and problems.

Positions in the Programmer Analyst job class series are flexibly staffed. Progression to the higher level may occur when the incumbent: 1) successfully completes a specified training plan; 2) meets all other specified terms of the flexible staffing agreement; 3) meets the minimum qualifications of the higher level; 4) is certified by the supervisor as capable to perform at the higher level; and 5) is approved by the Human Resources Department.

Independent Judgment: Duties require a high degree of independent judgment in dealing with various court personnel, the public, other criminal justice agencies and general analyses of various statewide court operations. Individual will be required to travel alone to various courts and will be required to make independent recommendations regarding problems and solutions in that court. Incumbents will perform equipment configurations, installations, and troubleshooting.

Supervision Exercised: Supervisory responsibilities are not typically assigned to a Programmer Analyst.

Examples of Duties:

Analyze operating procedures and confer with supervisory and operating personnel to determine

work objective, methods and workflow.

Develop requirement analyses, feasibility studies and cost studies of manual and/or computer oriented data processing systems and makes recommendations.

Prepare system proposals and make graphic, oral and written presentations for management approval.

Prepare programming specifications and code programs.

Prepare programming products and review complete program and system documentation.

Review and/or prepare test data and instructions for program/system testing and procedural instructions for file conversions and system installation.

Develop and implement detailed user documentation and train court personnel in system operations.

Provide routine maintenance for all operating software used by the court system regardless of equipment used to process software.

Respond to user request for ad hoc reports for various systems. Coordinate and conduct training of system users.

Travel to various sites around the state to accomplish above duties. Perform equipment installations and troubleshooting.

Perform other related duties as directed.

Knowledge, Skills, Abilities:

A Programmer Analyst I requires knowledge of:

- The principles and techniques of systems analysis; the methods of measuring and depicting results of feasibility and cost studies.
- Familiarity with mainframe, mini computer, and micro computer equipment including their operating principles and capabilities.

A Programmer Analyst I requires skill in:

- Programming documentation techniques.
- 4GL computer languages and standard programming scripting report writer and markup languages such as .Net, Java, Crystal Reports, SQL and XML.

A Programmer Analyst I requires the ability to:

- Establish and maintain cooperative working relationships.
- Participate effectively in conferences and interviews.
- Gather and analyze data; convey information orally and in writing to a variety of individuals in simple, understandable, and precise terms.
- Write, debug, document, and implement well-designed software programs on a variety of equipment.

Minimum Qualifications:

A bachelor's degree from an accredited college in Computer Science, Management Information Systems, Information Technology, Mathematics, or a closely related field AND one year of computer programming experience in a recognized programming language.

OR

An associate's degree in Computer Science, Management Information Systems, Information Technology, Mathematics, or a closely related field AND two years of computer programming experience in a recognized programming language.

OR

A Certified Professional (MCP), Adobe Certified Expert (ACE), Crystal Reports Certified Professional (CRCP) qualification or relevant certification AND one year of computer programming experience in form, business application, web application, database, or report development.

OR

Three years of computer programming experience in a recognized programming language, one year of which MUST be in form, business application, web application, database, or report development.

Note:

This is a flexibly-staffed job class. Upon successful completion of the training and experience requirements, and upon recommendation of the supervisor and approval of Human Resources, the incumbent may be reclassified to Programmer Analyst II, salary range 20.

This position is in the partially-exempt service; incumbents serve "at-will" to the appointing authority.

12/89 - Revised

04/97 – Revised

06/02 – Revised

07/04 – Revised

11/10 – Revised, WPA

01/14 – Revised, remove MQ questions