

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Programmer/Analyst III

**CLASS CODE:** 1343

### **GENERAL DESCRIPTION OF DUTIES:**

Incumbents analyze, test and install application system software, may write operating system computer programs, develop system specific applications and instruct and monitor the work of less experience programmers.

### **DISTINGUISHING CHARACTERISTICS:**

This is an advanced-level technical classification in the Data Processing Series – Programmer/Analyst Group job family within the City of St. Louis. Incumbents perform a variety of complex duties. The distinguishing characteristics of this classification within the series include responsibility for completing more complex programming and analyst duties/projects such as network administration, and instructing and monitoring other co-workers.

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

This is a work leader/coordinator class. Positions have been assigned on a regular basis partial responsibility for coordinating and guiding the work of at least two or more full time equivalent positions performing the same kind of work. The positions themselves may change periodically or on a regular basis. Typical elements of direct control over other positions by a work leader/coordinator include assigning tasks, monitoring progress and workflow, checking the product, scheduling work, and establishing work standards. This may include employees at more than one location. The work leader/coordinator also has been delegated some responsibilities in assisting the employee who has been assigned regular full supervisory authority, responsibility and accountability in regard to the group of employees. Generally, the work leader *has input into supervisory decisions made at a higher level*, and may have authority to sign leave requests and approve/adjust work hours. Positions at this level are designated team or project leader/coordinator work on a regular and recurring basis. However, in addition to the lead/coordinating responsibilities, the incumbent also can be expected to perform the same or highly similar work as the positions over which the incumbent has accountability, on an as-needed basis.

**EXAMPLES OF WORK (Illustrative Only):**

*(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)*

Schedules, distributes/balances and guides the work assignments of co-workers, according to established work flow/assignment requirements, to assist supervisory staff with timely completion of the assigned work load.

Monitors and reports on co-worker work performance to determine overall conformity to established timetables and quality standards, and to document and communicate employee production levels and training needs.

Trains co-workers, as directed, in specific task, job practices and to improve and maintain the performance levels of these employees.

Designs report and records layouts; designs files, online screens, statistical charts and forms.

Responsible for application system design, enhancements, maintenance and troubleshooting.

Performs analysis and develops new computer programs for computers.

Monitors project status and reports to management.

Tests and installs new programs; modifies existing programs to meet specific department needs.

Consults software/hardware vendors regarding problems.

Obtains information on new hardware and software.

Develops written instructions in order to train users on new and existing programs.

Installs software upgrades.

Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Data Utilization:**

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

**Human Interaction:**

Requires the ability to persuade, convince, influence, train and monitor other computer users, in favor of a desired outcome. Requires the ability to act as a lead person.

**Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as personal computers, modems and/or related materials used in performing essential functions.

**Verbal Aptitude:**

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as specifications, computer documentation, technical operating manuals, procedures, guidelines and non-routine correspondence.

**Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; perform mathematical operations involving basic algebra.

**Functional Reasoning:**

Requires the ability to apply principles of influence systems such as leading, teaching, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

**Environmental Factors:**

Work is normally performed under generally safe and comfortable conditions without exposure to adverse environmental conditions.

**Physical Requirements:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five (5) to ten (10) pounds, such as computer hardware.

Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:**

Requires the ability to recognize and identify individual characteristics of colors and shapes to perform programming duties, and sounds to detect computer malfunctions.

**EDUCATION AND EXPERIENCE STATEMENT:**

Bachelor's degree in Computer Science, Management Information Systems, Computer Engineering, or a related field; plus three (3) years of directly related experience; or an equivalent combination of education, training and experience.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.