

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Information Technology Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005474	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Programmer/Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005465 Information Technology Manager 1	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 a.m. TO: 4:30 p.m.				

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	Analyzes & designs small &/or simple computer systems (e.g., Access, Microsoft SQL) with assistance from higher-level programmer/analyst or supervisor (e.g., documents current procedures & methods; builds lists of desired requirements; analyzes user needs; completes creation of solution, including program code & operating environment; writes system documentation; implements complete product); documents current procedures & methods; builds lists of desired requirements; provides flowcharts, data diagrams, screen & report mock-ups (e.g., Visio, Adobe Acrobat), & other documentation to fully represent the desired product; codes &/or develops deliverables in the chosen technology/language (e.g., Visual Basic Script, Java Script, Visual Basic, ASP.Net, HTML); conducts testing & quality assurance reviews of designed product to produce an efficient, functional deliverable that meets all requirements; creates test plans to monitor/track testing of product; completes change requests &/or enhancements; works under the direction & with assistance of higher level programmer/analyst or supervisor promotes completed products into production status & use by customers; completes documentation on deliverables, including training manuals & user guides; creates technical manuals for on-going operation & maintenance; implements deliverables.	Knowledge of (1) electronic data processing systems (e.g., mainframe, PC & server platforms); (2) design methodology; programming tools & techniques; (3) databases & data relationships (e.g., Access, SQL); (4) data interfaces; email concepts (e.g. Outlook Exchange); (5) web browser (e.g., Internet Explorer, Netscape); (6) print methodologies and printer tools (e.g., Xerox*). Skill in (7) coding of programming languages (e.g., Visual Basic Script, Java Script, Visual Basic, ASP.Net, HTML); (8) database creation & maintenance (e.g., Access, Microsoft SQL); (9) use of office automation tools (e.g., Word, Excel); (10) use of graphics packages (e.g., Visio, Adobe Acrobat); (11) use of web programming tools (e.g., Dreamweaver, Visual Studio); (12) use of desktop hardware (e.g., personal computer, monitor, keyboard, CD-ROM, diskette reader). Ability to (13) define problems, collect data, establish facts & draw valid conclusions; (14) convert abstract concepts & requirements into automated technology; (15) cooperate with co-workers on group projects. *Developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 10-16-09
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	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 a.m. TO: 4:30 p.m.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	20	Delivers on-going support for production systems: (e.g., code table maintenance; periodic scheduled maintenance &/or production processes; ad hoc reporting).	Knowledge of 1, 2, 3, 4, 5, 6*. Skill in 7. Ability to 13, 14, 15.	
	15	Performs other technical & analytical duties: (e.g., attends seminars &/or classes to remain current in knowledge of hardware & software technology; creates procedures & standards as part of an MIS team; coordinates development efforts with other divisions within DAS).	Knowledge of 1, 2, 3, 4, 5, 6*. Skill in 7. Ability to 13, 14, 15.	
		<p style="text-align: center;">Position Specific Minimum Quals:</p> 12 months experience in utilizing internet applications development software (i.e., HTML, .ASP .NET) 12 months experience writing SQL queries. *Developed after employment.		
JOB CODE 64121	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
		DATE 10/16-09		