

PERSONNEL COMMITTEE

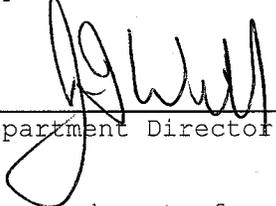
14-0181R

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE EXISTING CIVIL SERVICE CLASSIFICATION OF SENIOR PROGRAMMER ANALYST.

CITY PROPOSAL:

RESOLVED, that the proposed amendments to the specifications for the existing civil service classification of senior programmer analyst, which were approved by the civil service board on April 1, 2014, and which are filed with the city clerk as Public Document No. _____, are approved. This classification shall remain subject to the city's collective bargaining agreement with its basic unit employees and compensated at Pay Range 137, \$4,787 to \$5,664 per month.

Approved:



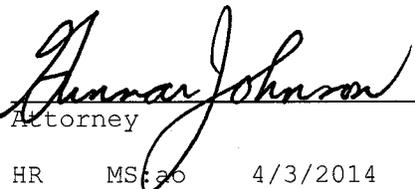
Department Director

Approved for presentation to council:



Chief Administrative Officer

Approved as to form:



Attorney

Approved:



Auditor

HR MS:eb 4/3/2014

STATEMENT OF PURPOSE: This existing classification was revised to update the language regarding the technical aspects of the position, add distinguishing factors from the programmer analyst, lower the minimum qualifications, and format into our new format. There is no change in the rate of pay, which is Range 137, \$4,787 to \$5,664 per month.

SENIOR PROGRAMMER ANALYST

SUMMARY/PURPOSE

To coordinate, define, plan, design, develop, maintain and oversee assigned Application and/or Website Development solutions in the support of the achievement of business requirements. This includes setting standards and guidelines, designing, writing, coding, testing, and analyzing software programs and applications. The Senior Programmer Analyst will also oversee, participate in, and assist programming staff in the research, design, documentation, and modification of software solutions throughout the production life cycle.

DISTINGUISHING FEATURES OF THE CLASS

Employees at this level are distinguished from the Programmer Analyst by the level of responsibilities and duties performed.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Direct research on emerging application and/or website development software products, languages, and standards in support of procurement and development efforts.
2. Prepare long-term plans for application and/or website development, including standards and guidelines for programming languages, tools, and content based on business goals, input from stakeholders, common data management and regulatory requirements.
3. Collaborate with colleagues and stakeholders in the development and initiation of new application and/or website offerings and applications.
4. Report to, consult with, and advise stakeholders on a recommended course of action.
5. Prepare, implement, and monitor a project plan which schedules the analysis, design and implementation of assigned projects.
6. Analyze user requirements within stakeholder areas to determine the feasibility, available options, and time commitments required to implement an application and/or website development solution.
7. Analyze available options, both local and external, for relevancy, usability, and functionality to satisfy new data management and/or regulatory requirements.
8. Develop and document all aspects of the end user experience
9. required to implement an application and/or website development solution.
10. Design and develop file structures to satisfy program requirements.
11. Design and write software logic in the appropriate programming language or through the use of development tools to create new or modify existing applications and/or website development solutions.
12. Responsible for configuring, coding, developing, and documenting software specifications throughout the project life cycle.
13. Assist with the development of test scenarios to validate system logic.
14. Plan and schedule implementation of assigned projects with involved staff.
15. Assign, direct, and check the work of other staff assigned to projects.
16. Assist in training programming staff in techniques and standard procedures.
17. Train and advise colleagues and end users in the use of new or enhanced application and/or website development solutions.
18. Collaborate with colleagues to ensure appropriate hardware and software environments are in place for any application and/or website development solution.
19. Recommend procedural modifications as necessary to ensure compliance with applicable standards, guidelines, and regulatory requirements are being met in all application and/or website solutions.
20. Report achievements and development problems to supervisor and project teams.
21. Confer with managers, colleagues, and project teams as needed for project coordination.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Graduation from an accredited technical or college university with a degree in a computer information systems related program, plus three years of verifiable experience in application development, web development, system analysis, system design, or system integration and implementation; or
 - B. Five years of full-time, verifiable experience in application development, web development, system analysis, design, integration and implementation; or
 - C. A combination of verifiable education and experience equaling five years which demonstrates possession of the knowledge, skills, and abilities listed below.

2. Knowledge Requirements
 - A. Technically fluent in programming languages including but not limited to Visual Basic .Net, ASP .Net, HTML, HTML5, C#, C++, PHP, Perl, Java, or JavaScript.
 - B. Knowledge in creating production level website development solutions using development environments such as Visual Studio .Net, Dreamweaver, or ColdFusion.
 - C. Knowledge in developing website solutions utilizing content management solutions such as Umbraco, WordPress, Joomla!, or Drupal.
 - D. Knowledge of relational database platforms preferably utilizing Microsoft SQL.
 - E. In-depth, hands on knowledge and experience in or with application and/or website development.
 - F. Working knowledge of analytical and statistical methods and their use in application and/or web development solutions.
 - G. Knowledge of database and file management techniques.
 - H. Knowledge of operational procedures required for development and maintenance of production software.

3. Skill Requirements
 - A. Skill in communicating logically and accurately in oral and written forms.
 - B. Skill in evaluating and analyzing projects in a broad perspective.
 - C. Skill at working both independently and in team oriented collaborative environments.
 - D. Skill in writing documents specifying recommendations, plans, schedules, milestones, and achievements of a project.

4. Ability Requirements
 - A. Ability to conduct independent research for the development of project specifications, and recommend improved or new systems to meet user requirements.
 - B. Ability to conduct information gathering and problem solving meetings with users and programming staff.
 - C. Ability to interpret user requirements in order to define and develop written system specifications.
 - D. Ability to establish and maintain effective working relationships with supervisors, employees, colleagues and end users.
 - E. Ability to organize, schedule, coordinate and delegate work.
 - F. Ability to function as a programmer/analyst and participate in analysis, design and programming activities.
 - G. Ability to assign tasks and assist staff as necessary.

5. Physical Ability Requirements
- A. Ability to frequently sit, type, talk, and hear.
 - B. Ability to work at a computer for extended periods.
 - C. Ability to attend work on a regular basis.

HR: MS	Union: Basic	EEOC: Professional	CSB: 20140401	Class No: 3114
WC: 8810	Pay: 137	EEOF: Admin/Finance	CC:	Resolution:

———— SENIOR PROGRAMMER ANALYST

SUMMARY/PURPOSE:

~~To coordinate, plan, report on, and participate in assigned information management projects.~~

FUNCTIONAL AREAS: — Under general direction:

1. ~~Coordinate, plan, and report on assigned information management projects.~~
 - * ~~A. Coordinate and specify project activities with department managers and other involved staff through oral and written communication.~~
 - * ~~B. To coordinate, define, plan, design, develop, maintain and oversee assigned Application and/or Website Development solutions in the support of the achievement of business requirements. This includes setting standards and guidelines, designing, writing, coding, testing, and analyzing software programs and applications. The Senior Programmer Analyst will also oversee, participate in, and assist programming staff in the research, design, documentation, and modification of software solutions throughout the production life cycle.~~

DISTINGUISHING FEATURES OF THE CLASS:

Employees at this level are distinguished from the Programmer Analyst by the level of responsibilities and duties performed.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned):

1. Direct research on emerging application and/or website development software products, languages, and standards in support of procurement and development efforts.
2. Prepare long-term plans for application and/or website development, including standards and guidelines for programming languages, tools, and content based on business goals, input from stakeholders, common data management and regulatory requirements.
3. Collaborate with colleagues and stakeholders in the development and initiation of new application and/or website offerings and applications.
4. Report to, consult with, and advise departments/stakeholders on a recommended course of action.
5. * ~~C. Prepare, implement, and monitor a project plan which schedules the analysis, design and implementation of assigned projects.~~
 - * ~~D. Review and report project schedules, achievements, and problems to supervisor and end user.~~
2. ~~Participate in the analysis, design, develop, and implementation of information management systems.~~

- * ~~_____ A. _____ Analyze user requirements in terms of information flow and functional procedures within departments stakeholder areas to determine the feasibility, alternatives available options, and time commitments to implement an information management system.~~
- * ~~_____ B. _____ Analyze local and external information management systems for applicability and adequacy to satisfy new data management requirements.~~
- 6. ~~* _____ C. _____ Develop in detail the forms, screens, reports, programs and equipment required to implement an information management system application and/or website development solution.~~
- * ~~_____ D. _____ Prepare detailed design specifications in the form of structure charts, diagrams and narrative for technical analysis and coordination of project efforts.~~
- 7. ~~* _____ E. _____ Analyze available options, both local and external, for relevancy, usability, and functionality to satisfy new data management and/or regulatory requirements.~~
- 8. ~~Develop and document all aspects of the end user experience~~
- 9. ~~required to implement an application and/or website development solution.~~
- 10. ~~Design and develop file structures to satisfy program requirements.~~
- 11. ~~* _____ F. _____ Design and write software logic in the appropriate programming language or through the use of development tools to create new or modify existing programs applications and/or website development solutions.~~
- * ~~_____ G. _____ Develop operational and user procedures in appropriate job control language.~~
- 12. ~~_____ H. _____ Develop Responsible for configuring, coding, developing, and documenting software specifications throughout the project life cycle.~~
- 13. ~~Assist with the development of test scenarios to validate system logic.~~
- * ~~_____ I. _____ Prepare and improve written documentation of overall systems, programs, and procedures.~~
- 3. ~~Coordinate and direct implementation efforts.~~
- 14. ~~_____ A. _____ Plan and schedule implementation of assigned projects with involved staff.~~
- 15. ~~_____ B. _____ Assign, direct, and check the work of other staff assigned to projects.~~
- 16. ~~_____ C. _____ Assist in training programming staff in techniques and standard procedures.~~

~~17. D. Train and advise user personnel colleagues and end users in the use of new data processing systems or changes to existing systems or enhanced application and/or website development solutions.~~

~~4. Perform supporting duties when requested.~~

~~A. Provide technical inputs and recommendations for hardware and software changes within the Data Processing department.~~

~~B. Review Data Processing department requirements and specify technical and procedural modifications.~~

~~C. Assist in the design of standard techniques and programs to support common data management requirements.~~

~~18. Collaborate with colleagues to ensure appropriate hardware and software environments are in place for any application and/or website development solution.~~

~~19. Recommend procedural modifications as necessary to ensure compliance with applicable standards, guidelines, and regulatory requirements are being met in all application and/or website solutions.~~

~~20. Report achievements and development problems to supervisor and project teams.~~

~~21. Confer with managers, colleagues, and project teams as needed for project coordination.~~

JOB REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Education and Experience Requirements:

~~**A. Completion of a data processing vocational training program with specific courses in computer programming design and development including analysis and diagramming and six (6) years of professional experience in computer systems analysis using an applicable programming language (e.g., COBOL); or~~

~~**B. College degree in Computer Science, Data Processing, or Information Systems, plus four (4) years of experience in computer systems design and development using an applicable programming language (e.g., COBOL); or~~

~~A. ** C. Graduation from an accredited technical or college university with a degree in a computer information systems related program, plus three years of~~

- verifiable experience in application development, web development, system analysis, system design, or system integration and implementation; or
- B. Five years of full-time, verifiable experience in application development, web development, system analysis, design, integration and implementation; or
- C. A combination of verifiable education and experience equaling ~~eight (8)~~ five years which demonstrates possession of the knowledge, skills, and abilities listed below.

2. Knowledge Requirements:

~~**A. Knowledge of the principles and techniques of information management system development.~~

A. ~~**~~ B. Technically fluent in programming languages including but not limited to Visual Basic .Net, ASP .Net, HTML, HTML5, C#, C++, PHP, Perl, Java, or JavaScript.

B. Knowledge in creating production level website development solutions using development environments such as Visual Studio .Net, Dreamweaver, or ColdFusion.

C. Knowledge in developing website solutions utilizing content management solutions such as Umbraco, WordPress, Joomla!, or Drupal.

D. Knowledge of relational database platforms preferably utilizing Microsoft SQL.

E. In-depth, hands on knowledge and experience in or with application and/or website development.

F. Working knowledge of analytical and statistical methods and their use in application to computerized information systems and/or web development solutions.

G. ~~**~~ C. Knowledge of ~~datadatabase~~ and file management techniques.

H. ~~**~~ D. Knowledge of operational procedures required for development and maintenance of production software.

~~**E. Knowledge of the operation of a computer and related data processing equipment.~~

Skills

~~**~~ A.

3. Skill Requirements:

A. Skill in communicating logically and accurately in oral and written forms.

B. ~~**~~ B. Skill in evaluating and analyzing projects ~~on~~ in a broad perspective.

~~**C. Skill in the operation of a mainframe or personal computer and related data management equipment.~~

- C. _____ D. _____ Skill at working both independently and in team oriented collaborative environments.
- D. _____ Skill in writing documents specifying recommendations, plans, schedules, milestones, and achievements of a project.

4. Abilities Requirements:

- A. _____ ** _____ A. _____ Ability to conduct independent research for the development of project specifications, and recommend improved or new systems to meet user requirements.
- B. _____ _____ B. _____ Ability to conduct informational information gathering and problem solving meetings with users and programming staff.
- C. _____ ** _____ C. _____ Ability to interpret user requirements in order to define and develop written system specifications.
- D. _____ ** _____ D. _____ Ability to establish and maintain effective working relationships with supervisors, employees, colleagues and other staff. end users.
- E. _____ _____ E. _____ Ability to organize, schedule, coordinate and delegate work.
- F. _____ ** _____ F. _____ Ability to function as a programmer/analyst and participate in analysis, design and programming activities.

* Essential functions of the job:

- G. _____ ** _____ Job requirements Ability to assign tasks and assist staff as necessary.

5. Physical Abilities Requirements:

- A. _____ Ability to frequently sit, type, talk, and hear.
- B. _____ Ability to work at a computer for extended periods.
- C. _____ Ability to attend work on the first day of employment a regular basis.

Genlst: MS	Class:	Union: Basic	Pay: 137	CSB:
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CC: 19950403	Res: 95-0304R	EEOC: Technician	EEOF:	WC: _____
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