

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS01824358
POSITION NO: 202611
POSITION TITLE: Programmer Analyst

DATE POSTED: 07/25/22
CLOSING DATE: 08/19/2022 by 5 pm

DEPARTMENT NAME / WORKSITE: Department of Information Technology / Window Rock, AZ
WORK DAYS: M-F REGULAR FULL TIME: GRADE/STEP: BR65A
WORK HOURS: 8 AM to 5 PM PART TIME: NO. OF HRS./WK.: _____ \$ 56,376.00 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 27.00 PER HOUR
NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Designs, develops, maintains, and enhances complex computer and related manual systems; conducts feasibility studies; analyzes and documents present work processes and procedures; provides technical advice on the design, implementation, and documentation of new and revised programs and systems; analyzes user requests and works with users in developing new applications or modifying existing systems; determines system requirements with the user for new and modified programs; writes or assists in the writing of specifications for the development, maintenance or modification of programs; prepares and maintains detailed written specification and documentation for complex programs. Writes or modifies complex computer programs in the languages of the installation; develops test data and tests routines for entire systems and individual programs; establishes schedules for analysis, programming, and project completion or implementation; resolves complex programming problems; prepares reports and proposals; prepares system flow diagrams; analyzes malfunctions and develops solutions; provide technical assistance to users; prepares various user reports and correspondences. Designs, modifies, and implements database; modifies vendor-supplied utilities and packages; trains users and technical personnel in various aspects of the information processing system; attends advanced training courses; may provide direction or supervision to programmer analysts, or acts as team or project leader. Backup databases and data related to various applications. Prepare data to be secure within the database using database security tools.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

A Bachelor of Science degree in Computer Science, Computer Information Systems or Management Information Systems; or an equivalent combination of education and experience.

Special Requirements:

Work involves a minimum of physical effort primarily in an office setting with occasional work in the field. Able to lift 50 lbs. Must have a valid drivers license. Able to obtain a tribal permit within 90 day of hire. Able to obtain a favorable background check.

<<A favorable background investigation>>

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of computer programming, data processing software applications, supervision methods and practice, system analysis, and design procedures and techniques, Web Development, operating characteristics, capabilities, and limitations of mainframe and micro/mini, computer equipment and operating systems, block diagramming, flowcharting, input/output processing, and file design, the principles and practices of public administration. Skill in planning and implementing automated computer systems and programs. Skill in overseeing and performing systems analysis, programming and customizing computer software, Web Development, providing direction and instruction in the use of computer applications and software, utilizing verbal and written communication, reading, understanding and interpreting technical manuals, establishing and maintaining effective working relationships, use of programming languages, analyzing user needs, planning, scheduling and leading major programming efforts.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.