

PROGRAMMER ANALYST

DEFINITION: Under direct supervision, performs entry level work in the coding and maintaining of computer programs, application software, databases, systems documentation or customization of application software and analysis and design of small systems or portion of a larger system; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Writes or modifies computer programs in the language(s) of the installation; codes, test and debugs simple computer programs from specifications; writes and modifies job control language; modifies existing computer programs requiring simple logic changes; develops and compiles data to test programs; develops program logic charts.

Performs detailed analysis and design of small systems and modifies the design of existing systems; performs simple tasks in the development or modification of computer systems; prepares detailed written specifications for computer programs; determines system requirements with users for a small system or a portion of a larger system; provides technical programming assistance to end users; prepares and maintains program documentation for use in the work unit; researches and refers to programming standards manual or technical computer documentation to assist in program development or problem solving; assesses alternative problem solutions.

Assists in writing of specifications for the development, maintenance or modification of programs; assists in the design and implementation of major systems, including data and storage structures, communications requirements and specialized language requirements; assists high-level programmer/analysts in the maintenance, modification and/or testing of existing computer programs; assists in problem analysis and correction; responds to requests from users for data extracts and special reports; assists in the installation of system and training of end users; attends seminars and/or classes for training in programming languages and techniques.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of entry level computer programming and analysis methods and practices.
Knowledge of technical journals and software/hardware manuals.
Knowledge of computer hardware, software and peripherals.
Knowledge of general office practices and procedures.
Knowledge of a variety of data processing software applications.
Knowledge of high-level language computer programming.
Skill in operation of computer terminals and peripheral equipment.
Skill in reading, understanding and interpreting technical manuals.
Skill in programming and customizing computer software to meet the end user's needs.
Skill in following specific instructions and established procedures in transferring and entering data.
Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires continuous use of computers and peripherals, lifting and carrying computer supplies weighing up to 40 pounds.

THE NAVAJO NATION

Class Code: 1853
Information Technology Series
Programming and Analysis Group
Overtime Code: Non-Exempt
Pay Grade: 64

PROGRAMMER ANALYST

MINIMUM QUALIFICATIONS:

- An Associate's degree in Computer Science or closely related field; and two (2) years of computer programming experience.

PREFERRED QUALIFICATIONS:

- A Bachelor's degree in Computer Science or closely related field.
- One (1) year of computer programming experience.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.