

C - XI  
COMPUTER PROGRAMMER ANALYST  
OCCUPATIONAL GROUP [281]

CODE NO. 13651

### COMPUTER PROGRAMMER ANALYST

#### Duties and Responsibilities

This class of positions encompasses either supervisory work of ordinary difficulty and responsibility, or more than ordinary difficulty and responsibility in the development of computer programs; or performing ordinary work or more complex work in the development of computer programs. This class of positions is the initial supervisory rank in this Occupational Group. There are two assignment levels. The following are typical assignments within this class of positions. All personnel perform related work.

#### Assignment Level I

Under general supervision with some latitude for independent or unreviewed action or decision, performs work of ordinary difficulty and responsibility in the development of computer programs.

Codes program instructions.

Assists in surveys and feasibility studies.

Documents computer systems and programs.

Assists in writing procedure manuals.

Meets with users of computer services, explaining the procedures and standards required.

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COMPUTER PROGRAMMER ANALYST (continued)

Assignment Level I (continued)

Assists in the preparation, review and analysis of detailed computer systems specifications.

Modifies existing programs to accommodate changing needs.

Under general supervision with some latitude for individual action or decision, may supervise a unit or group of subordinate employees engaged in the above tasks.

Assignment Level II

Under general direction and with wide latitude for the exercise of independent initiative and judgment, performs more complex and responsible work in the development of computer programs, including performance of all of the above tasks.

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COMPUTER PROGRAMMER ANALYST (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college, including or supplemented by twenty- four (24) semester credits in computer science or a related computer field; or
2. A four-year high school diploma or its educational equivalent and three years of satisfactory full-time computer programming experience; or
3. Education and/or experience equivalent to "1" or "2" above. College education may be substituted for up to two years of the required experience in "2" above on the basis that sixty (60) semester credits from an accredited college is equated to one year of experience. In addition, twenty-four (24) credits from an accredited college or graduate school in computer science or a related computer field, or a certificate of at least 625 hours in computer programming from an accredited technical school (post high school), may be substituted for one year of experience. However, all candidates must have at least a four- year high school diploma or its educational equivalent.

Direct Lines of Promotion

From: Computer Programmer Analyst  
Trainee (13650)

To: Computer Associate  
(Software) (13631)