



Programmer Analyst I
Programmer Analyst II
Programmer Analyst III
Programmer Analyst IV
Programmer Analyst V
Programmer Analyst VI

Class code: 01210, 01211, 01212, 01213, 01214, 01215

Employee Group: Management/Confidential

FLSA: Exempt/Non-Exempt

Salary Band: 3, 4, 5, 7, 8, 9 (depending on assigned points)

I. Position Summary

Analyzes business needs and applies software to meet those needs by producing information products and/or automating business processes. Junior level positions primarily configure and use software to analyze, manipulate, and present data. Intermediate and senior level positions generally perform more advanced business analysis and may also develop or customize software.

Levels I-VI are differentiated by the breadth and depth of knowledge required, scope of responsibility, and consequence of error.

- Programmer/Analyst I is an entry-level position acting within strictly limited scope of responsibility and/or provides support to more senior staff.
- Programmer/Analyst II, III, IV and V positions require increasing levels of knowledge and experience, exercise increasing levels of independent judgment, and are responsible for software applications of increasing importance and complexity. Actions may impact mission-critical and/or County-wide systems.
- Programmer/Analyst VI is the most senior position in this series and may serve as a team lead. It requires deep expertise in multiple technologies and is responsible for highly complex software applications of profound importance.

II. Supervision Exercised

May act as a lead.

III. Examples of Essential Position Duties

- Works with end-users to analyze business needs and document requirements. Translates business requirements into detailed technical specifications, if applicable. Senior positions may also plan and manage software-related projects.
- Researches, recommends, and implements software solutions. Writes, tests, debugs, documents, deploys and maintains code, if applicable for level and area of responsibility.
- Diagnoses and resolves software problems and document solutions. Provides technical support and training to end-users. Acts as a technical resource for other IT staff. Senior positions may train or mentor other staff.
- Procures application software, data, and related services. Coordinates delivery of products and services by vendors and contractors. Senior positions may negotiate and oversee service contracts.
- Implements software upgrades and patches as needed to ensure adequate functionality, performance, security and reliability. Senior positions may negotiate service level agreements with internal or external customers.

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- Maintains information security by adhering to policies and best practices for application design, development, and configuration. Administers and maintains end user permissions and application access rights, if applicable to area of responsibility.
- Creates, documents and follows procedures relevant to area of responsibility. Senior positions may make strategic and/or policy recommendations to senior management.
- Maintains a current, accurate inventory of software and data assets within area of responsibility. Senior positions may be responsible for ensuring compliance with software license agreements.
- Cooperates and collaborates with co-workers. Senior positions may act as team lead or supervise junior staff.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Working evening and irregular hours may be required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

- Knowledge of computer technology, standards, operating systems and software relevant to area of responsibility.
- Skill in the use of programming languages, tools and techniques to create or customize software applications, if applicable.
- Understanding of network and data security concepts and techniques.
- Ability to quickly grasp technical concepts and learn new skills.
- Familiarity with County offices and staff, department functions, and business processes.
- Ability to effectively communicate technical and non-technical information to other employees, orally, graphically, and in writing.
- Ability to perform complex analysis and determine appropriate solutions.
- Ability to develop and maintain effective working relationships with other staff, vendors, public officials, the general public, and/or representatives of other agencies.
- Works independently and is able to prioritize, organize, and manage own work assignments. Senior positions must be able to make critical judgments without guidance and may be required to manage assignments for others.

V. Minimum Requirements (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

Education and Experience

- Levels I through III require an Associate Degree in Computer Science and one year of job related experience;
- Levels IV and above require a Bachelor's Degree in Computer Science and five years of job related experience;
- OR, For all levels, any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

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Licenses, Certificates and Other

Valid Oregon State Driver's License with acceptable driving record. Technical certifications applicable to area of responsibility may be required for some positions.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Requires exerting in excess of 20 pounds of force occasionally and up to 20 pounds of force daily to move objects. Some positions require driving and travel.

Working Environments

Work is performed in an office environment and may include exposure to disruptive people.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

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