



OHIO
UNIVERSITY

**Classification and Qualification
Standards**
General Programmer/Analyst
ADMINISTRATIVE/TECHNICAL ROLE

Career Series: General Programming	Job Code: 14326 Grade: F	Date Established: 8/2001	FLSA Category: NON-EXEMPT
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JOB SUMMARY

Under general direction, the fully operational level General Programmer/Analyst completes assignments independently. This classification requires sufficient knowledge of programming techniques in order to implement, encode, test, and maintain operation programs, and analyze systems.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Implements, encodes, tests, and maintains operation programs to support centralized multi-user database systems.
2. Provides documentation of the encoding process.
3. Writes and modifies programs to obtain reports.
4. Analyzes and evaluates existing or proposed systems.
5. Revises computer programs, systems, and related procedures to process data.
6. Prepares program specifications, charts, and diagrams, and develops logic flow charts.
7. Submits recommendations for solutions.
8. Provides technical support to faculty, staff, and students.
9. Performs other duties as assigned.

Worker Characteristics (knowledge, skills & abilities to perform the job duties)

Knowledge of programming techniques; articulation data*; and analytical techniques. Skill in operation of computer; and peripheral machines (e.g., scanner; printer; modem). Ability to interpret technical material in books, journals, or manuals; provides technical support and recommendations; and gather and collate data.

(*developed after employment)

Minimum education & experience required (including training, registration & licensure)

Completion of undergraduate core program in computer/technical related field. 12 mos. training or 12 mos. experience in programming techniques. 6 mos. training or 6 mos. experience in analytical techniques.

-Or 24 mos. training or 24 mos. experience in computer/technical related field, to include 12 mos. training or 12 mos. experience in programming techniques. 6 mos. training or 6 mos. experience in analytical techniques.

-Or equivalent of the education and experience listed above.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.