



OHIO
UNIVERSITY

Classification and Qualification Standards

General Programmer Analyst II
ADMINISTRATIVE/TECHNICAL ROLE

Career Series: Data Processing Technical Support	Code: 14327 Grade: G	Date Established:	FLSA Category: Exempt
---	---------------------------------------	--------------------------	---------------------------------

JOB SUMMARY

Under general supervision, the fully operational General Programmer/Analyst II completes assignments with limited discretion. This classification requires sufficient knowledge of programming techniques in order to encode, test and maintain programs, to analyze systems, and to actively participate in the design process.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Analyzes and evaluates existing and proposed systems
2. Encodes, tests, debugs, and installs the operating programs and procedures in coordination with computer operations and user departments
3. Revises computer programs, systems and procedures to process data and provide reports
4. Prepares charts and diagrams to assist in problem analysis
5. Submits proposed solutions to problems or user needs
6. Prepares program specifications and diagrams and prepares coding logic flowcharts
7. Provides documentation of encoding process
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 and analytical techniques and computer systems. Ability to interpret technical material in book, journals, or manuals and to provide technical support and recommendations. Ability to work independently on somewhat in-depth projects.

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

Bachelor's degree in computer/technical related field. 3 – 6 years experience in programming or related field.

-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.