



ASSOCIATE PROGRAMMER ANALYST

Characteristics of Work

Incumbents in the programming/analysis field are involved in analyzing and evaluating existing applications systems, and designing and developing new or enhanced systems to support the user needs. Incumbents provide acceptable automated systems using a variety of platforms and technologies through the development of logic, coding, and testing of applications programs. Individuals in this family work directly with users to define systems requirements and provide training and assistance in applications.

The Associate Programmer Analyst is the trainee or associate level where incumbents build their skills in programming and analysis methodologies. Typically, incumbents at this level will work closely with more experienced staff as they initially have minimal skills and knowledge in the programming and analysis arena. As experience is gained, there will be opportunities to work independently but work will usually be reviewed before being implemented. Throughout the work experience, the incumbent will work toward developing proficiency for promotion to the next level.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Codes, tests and debugs assigned applications or enhancements.

Identifies applications' problems and recommends appropriate solutions.

Designs reports and screen layouts for new and enhanced systems.

Performs unit, systems, integration, stress and regression testing.

Prepares program documentation information consistent with functional procedures.

Performs related or similar duties, as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Develops and maintains application programs.
2. Performs testing and debugging of application programs.
3. Documents applications and modifications or enhancements to existing systems.

Minimum Requirements

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and/or experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements

Education:

An Associate's Degree from an accredited two-year college in computer science, data processing business information systems, or a related field;

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience

Two (2) years of directly related experience.

Substitution Statement:

Related education and directly related experience may be substituted on an equal basis.

Possession of an Institute for Certification of Computer Professionals (ICCP) certificate based on successful completion of an examination may be substituted for one (1) year of the required experience. Certificate must be attached.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.