

## **JOB DESCRIPTION TEMPLATE**

Career Ladder:	Application Development
Business Title:	Programmer Analyst I
Department:	
Department Code:	
Level:	

### **Job Summary:**

The Programmer Analyst I programs software application modules and codes, tests, debugs, documents, and maintains those modules.

### **Organizational Status:**

### **Work Performed:**

#### Specific Duties:

Core Duties:

- Programs small/discrete software application modules.
- Conducts testing and debugging of small modules to ensure application meets specifications.
- Prepares programming documentation for assigned programs.
- Supports software development lifecycle, and applies and follows appropriate programming/development methodologies and best practices as instructed.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Participates in project planning and implementation.
- Builds and maintains good working relationships and collaborates with others to achieve client objectives.
- Performs other related duties as required.

**Consequence of Error/Judgment:**

**Supervision Received:**

**Supervision Given:**

**Education/Work Experience:**

**Skills:**

**Competency Proficiency**

<b>Core Competencies:</b>
<u>Collaboration (Being Developed - BD):</u> Participates willingly by supporting team decisions, assisting other team members, and doing his/her share of the work to meet goals and deadlines. Informs other team members about client-related decisions, group processes, individual actions, or influencing events. Shares all relevant and useful information.
<u>Communicating for Results (Being Developed - BD):</u> Speaks and writes to peers in ways that support transactional activities. Shares information and asks questions prior to taking action.
<u>Problem Solving (Being Developed - BD):</u> Asks questions and looks for data that helps to identify and differentiate the symptoms and root causes of every day, defined problems. Suggests remedies that meet the needs of the situation and those directly affected. Resolves problems and escalates issues appropriately.
<b>Role Based Competencies:</b>
<u>Accountability (Being Developed - BD):</u> Asks questions and provides feedback in an effort to clarify mutual expectations. Seeks

advice on tasks and responsibilities when needed.

Business Process Knowledge (Being Developed - BD):

Identifies and documents processes within area of responsibility. Seeks guidance on aspects of process that are out of immediate scope. Drafts procedures that comply with the process.

Information Systems Knowledge (Being Developed - BD):

Aware of the primary uses of technology by customers, learning the systems of the enterprise and the customers affected. Responds to day-to-day requests for technical support in areas of primary usage. Escalates questions and problems to relevant technical expert groups.