

JOB DESCRIPTION TEMPLATE

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

Job Summary:

The Senior Programmer Analyst leads the analysis, design and review of existing or proposed system features and requirements and devises computer programs, systems and related procedures.

Organizational Status:

Work Performed:

Specific Duties:

Core Duties:

- Provides technical leadership in the analysis and review of existing or proposed system features and integration, security, scalability and performance requirements with users, business analysts, architects and team members.
- Leads the evaluation and selection process for application packages, and advises on options, risk, cost vs. benefits, and impacts on business processes and goals.
- Develops system test plans, oversees testing of new or modified applications and ensures applications meet specifications.
- Develops integration plans and ensures for the incorporation of plans into integration testing process.
- Ensures documentation of functions and changes to new or modified modules, tests activities/results, error handling and backup/recovery procedures.
- Designs, develops and programs specialized custom software, prepares functional specifications, and builds prototypes.
- Provides expert advice on complex system design issues and contributes to ongoing planning and development of systems enhancements.
- Packages in house developed applications for production or integrates vendor supplied applications.
- May manage small to medium sized projects.
- Provides technical expertise, training, and consultation to other staff.
- Provides ongoing maintenance and operational support for applications.
- 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.
- Performs other related duties as required.

Consequence of Error/Judgment:

Supervision Received:

Supervision Given:

Education/Work Experience:

Skills:

Competency Proficiency:

Core Competencies:
<u>Collaboration (Advanced - A):</u> Consistently fosters collaboration and respect among team members by addressing elements of the group process that impedes, or could impede, the group from reaching its goal. Engages the “right people,” within and beyond organizational boundaries, by matching individual capabilities and skills to the team’s goals. Works with a wide range of teams and readily shares lessons learned and credit for team accomplishments.
<u>Communicating for Results (Advanced - A):</u> Converses with, writes reports for, and creates/delivers presentations to all levels of colleagues and peer groups in ways that support problem solving and planning. Seeks a consensus with business partners. Debates opinions, tests understanding, and clarifies judgments. Brings conflict into the open empathetically. Explains the context of multiple interrelated situations, asks searching, probing questions, and solicits expert advice prior to taking action and making recommendations.
<u>Problem Solving (Advanced - A):</u> Diagnoses problems using formal problem-solving tools and techniques from multiple angles and probes underlying issues to generate multiple potential solutions. Proactively anticipates and prevents problems. Devises, facilitates buy-in, makes recommendations, and guides implementation of corrective and/or preventive actions for complex issues that cross organizational boundaries and are unclear in nature. Identifies potential consequences and risk levels. Seeks support and buy-in for problem definition, methods of resolution, and accountability.
Role Based Competencies:
<u>Accountability (Advanced - A):</u> Sets enhanced objectives for self and others. Monitors performance trends and identifies opportunities to improve standards. Provides regular feedback and suggests alternative approaches necessary to ensure that organizational objectives and superior standards are achieved. Delegates responsibility and reallocates resources as needed to ensure that priorities are met for initiatives within area of responsibility.
<u>Business Process Knowledge (Advanced - A):</u> Describes and documents critical cross-functional business process flows. Applies business process reengineering techniques and methods in analyzing process flow and accountability charts. Recommends and advocates substantive process enhancements and assesses both internal and external implications.
<u>Information Systems Knowledge (Advanced - A):</u> Identifies means of integrating technical support requirements with enterprise processes and strategies. Identifies technological opportunities to meet client needs. Creates information system solutions to meet the needs of business stakeholders. Partners with appropriate technical consultants, experts, and managers to resolve complex problems across all IT solutions.