



Job Specification

Job Title: Analyst Programmer, Associate
BCAT Code: 603X CT
Pay Grade: G14

Revision Date: April 1, 2007
Effective Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Provides technical expertise in planning, developing, testing, and documenting integrated computer application programs for a central administrative system, and ensures that program modules conform to coding standards under close supervision.

Examples of Duties

- Assists in business process analysis.
- Assist in evaluating end-user requests for new or modified computer programs.
- Assists in providing support for large scale integrated relational database applications.
- Assists in converting project specifications into logical computer codes.
- Assists with data conversion into a variety of formats and medium.
- Assists in preparing flow charts and diagrams.
- Writes reports, trains university staff, and consults with customers/clients.
- Assists in formulating plans to develop programs
- Tests, documents, and performs quality assurance on programs as well as entering codes.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of data processing principles, practices, and equipment.
- Knowledge of large integrated systems and event driven programming.
- Ability to multi-task, train staff, and use independent judgment.
- Knowledge of Windows, voice response systems, and programming languages (COBOL, C, C++, Visual Basic, Pearle, Java, relational databases (Oracle), middleware, LANs, etc).
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

Minimum GSU Hiring Standards

Bachelor's degree and one year of related experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.