



Job Specification

Job Title: Analyst Programmer, Lead
BCAT Code: 461X AE
Pay Grade: G21

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

General Description

Provides technical and advanced level 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 limited supervision and while mentoring lower skilled programmers.

Examples of Duties

- Develops business process analysis.
- Evaluates and implements end-user requests for new or modified computer programs.
- Provides support for large scale integrated relational database applications or projects.
- Leads the conversion of project specifications into logical computer codes.
- Oversees the conversion of data into a variety of formats and medium.
- Prepares flow charts and diagrams.
- Writes reports, trains university staff and new programmers, and provides advanced level consultation to customers/clients.
- Formulates plans to develop programs
- Tests, documents, and performs quality assurance on programs
- Performs other advanced level 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 & programmers, 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 three years 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.