



Job Specification

Job Title: Analyst Programmer, Manager
BCAT Code: 461X AG
Pay Grade: G23

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

General Description

Provides advanced level expertise and manages the planning, development, testing, and documentation of integrated computer application programs and systems for a central administrative system, and ensures that program or system modules conform to coding standards while supervising lower skilled programmers under broad supervision.

Examples of Duties

- Develops and manages the business process analysis.
- Manages the implementation of end-user requests for new or modified computer programs.
- Provides leadership for large scale integrated relational database applications/projects.
- Oversees the conversion of project specifications into logical computer codes.
- Oversees the conversion of data into a variety of formats and medium.
- Oversees the preparation of flow charts and diagrams.
- Evaluates reports, trains university staff and new programmers, and provides advanced level consultation to customers/clients.
- Formulates and implements plans to develop programs.
- Oversees the testing, documentation, and quality assurance of 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, supervise 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).
- 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 four 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.