The University of Texas at San Antonio

Job Description

Job Title: Programmer Analyst I

Code: 19327

Salary Grade: 56

FLSA Status: Non-Exempt

Department/Division: Institute for Demographic and Socioeconomic Research/Texas State Data Center

Reports To: In accordance with departmental policies

Summary

- <u>Function</u>: Programming using applicable software to process internal and external data requests. Perform data maintenance tasks as needed. Assist staff as technical issues arise.

- <u>Scope</u>:   Performs programming analysis of moderate complexity, utilizing programming languages and platforms varying across assignments.

Duties

- <u>Typical</u>:
    1. Performs programming and analysis of data.
    2. Maintains data repository and databases.
    3. Assists in the analysis of problems as defined by the supervisor and expands definition suitable to programmer's requirements.
    4. Designs test files.
    5. Performs moderately complex programming and debugging.
    6. Develops efficient, fast programming techniques.
    7. Performs documentation.
    8. Assists in implementation of systems and job streams.
    9. Assists in equipment selections and evaluation studies.
    10. Performs additional duties as assigned.

- <u>Periodic</u>:
    1. Evaluates and modifies existing programs.

Education

Required	Preferred
Associate's Degree from an accredited institution in any field of study.	Bachelor's Degree from an accredited institution in Computer Science or Information Systems.

Other Requirements

Required	Preferred
Excellent verbal or written communication skills and the ability to interact with diverse groups of individuals.	N/A
Criminal Background Check (CBC).	

Experience

Required	Preferred
Minimum of one year of experience programming or analysis on relevant platforms.	Two or more years of experience in programming, analysis, and data manipulation.

Equipment

Required	Preferred
Good knowledge of capabilities of desktop and medium size computer systems.	Specific programs for assignment.
Personal computer and standard office equipment.	

Working Conditions

Usual	Special
Conditions associated with data processing in an office environment.	May require working long periods of time.
Duties require sitting at computer console and using a mouse and keyboard for extended periods of time.	May require occasional lifting.

Supervision

Received	Given
Close supervision by higher classified programmer analyst and/or a member of the supervisory staff. Has considerable latitude for creative, original thinking.	May occasionally supervise and instruct assigned assistants and subordinates.

Accuracy

Exacting accuracy is required in all duties.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.