



<b>Job Title</b>	<b>Applications Programmer Analyst I</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>4</b>	<b>Job Code</b>	<b>17409</b>

**Class Specification – Applications Programmer Analyst I**

**Summary Statement:**

The purpose of this position is to develop and modify Business and GIS software application programs of a basic degree of complexity and scope, considering the computer equipment capacity and limitations, operational support needs, business requirements, and IT architecture standards. With supervision, designs, configures, codes, tests, debugs, and documents custom-built software programs and interfaces. Participates in problem analysis and system design preparatory to development and modification of software programs. Competent to work at some phases of applications programming and work flow design activities. Adheres to and reinforces all IT policies, processes, and procedures using the ITIL framework.

**DISTINGUISHING CHARACTERISTICS:**

This is the entry level class in the Applications Programmer Analyst series. This class is distinguished from the (II level) by the performance of the more routine tasks and duties assigned to positions within the series and by the level of supervision required in the performance of assigned duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Designs codes and configures new and modified Business and GIS software programs and interfaces based on strategic business needs and operating models; follows strategic and technology roadmaps; produces models.
40%	Supports software systems in production environment; troubleshoots incidents, recommends short and long term fixes, makes fixes to code and workflows, and supports the release to production. Responds to production incidents based on prioritization and service level agreements.
15%	Follows software system requirements for new application systems or enhancements to



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	existing application systems; develops coding of basic software applications; system testing; and user training on new project implementations.
5%	Creates and manages spatial and non-spatial database procedures and views; provides statistical and analytical analysis of data; and develops and designs queries for applications.

<b>Competencies Required:</b>	
Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.	
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	

<b>Technical Skills Required:</b>	
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.	

<b>Relevant Background and Formal Education:</b> Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.	
Education: Bachelor's degree from an accredited college or university with major coursework in computer science, information management, or related field.	



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Experience: This is an entry level position and prior experience is not required.

**Education and Experience Equivalency:**  
 One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.  
 Additional appropriate education may be substituted for the minimum experience requirements.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.  
 ITIL Foundations Within 6 months of start date.  
 Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:**  
 Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.  
**Supervision Received:**  
 Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

**Fiscal Responsibility:**  
 The job title has no budgetary/ fiscal responsibility.

**Physical Demands:**  
 Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never



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Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, iPhone, iPad, and standard office equipment.

**Specialized Computer Equipment and Software:** Internet Explorer/Google Chrome/Mozilla, Microsoft Office Suite, Microsoft Windows, ITSM Tools, SharePoint, GIS Software, Active Directory security and provisioning.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: December 2014