THE UNIVERSITY OF WYOMING
JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: UW Human Resources.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: PROGRAMMER ANALYST, SENIOR

Reports To: Designated Supervisor

UW Job Code: 3938

UW Job Family: 38 - Computer Professional

SOC Code: 15-1211

FLSA: Exempt

Pay Grade: 23

Date: 4-15-98 (revised 12-01-01; 1-7-02; 7-1-02; 7-1-04; 7-1-08)

JOB PURPOSE:

Under limited supervision, design and implement major new programs; develop, maintain and enhance major basic and routine programs with campus-wide effects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Effectively communicate with users to incorporate their needs and changes to correct problem situations or create new programs.
- Partner with computer professionals and others to review logical and physical data needs consistent with institutional model.
- Design and develop basic and routine application modifications or computer programs for major complex systems with campus-wide effects; write documentation.
- Perform project planning including estimates of efforts and timelines.
- Achieve project objectives within assigned time frames and resource allocations.
- Conduct basic and routine application testing to determine accuracy and adequacy of new and modified programs; resolve program problems.
- Develop in-depth understanding of ongoing functional operations.
- Train others in use of software.

SUPPLEMENTAL FUNCTIONS:

- Work on-call schedule, as directed, during non-business hours.
- Install basic and routine software and hardware on personal computer and LAN-based systems; set up personal computers and troubleshoot related problems.
- Promote teamwork and share information within division, and as appropriate, with other divisions.
- Provide backup work, as directed.

- Attend professional conferences, training sessions, and seminars to acquire skills with new computer technology; maintain currency in programming field.

COMPETENCIES:

- Analysis/Problem Identification
- Collaboration
- Consistency
- Integrity
- Technical/Professional Knowledge
- Work Tempo

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in Computer Science or a related field**

Experience: **2 years work-related experience in computer programming**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic and routine Computer Science principles, theories and concepts.
- Basic and routine computer programming languages in use in the area.
- Basic and routine computer software and hardware applications.
- Basic and routine computer operation and network administration.
- Basic and routine computer and peripheral equipment.
- Maintenance and enhancements of basic and routine computer programs.
- Current basic and routine programming technology.

Skills and Abilities to:

- Install/modify basic and routine computer programs.
- Diagnose and resolve basic and routine general programming problems.
- Write, test, modify, and maintain basic and routine computer and/or network programs.
- Translate technical information into user-friendly program documentation.
- Project supervision skills.
- Design and conduct training in the use of the basic and routine computer programs and application tools.
- Acquire new programming skills.
- Make recommendations on basic and routine data processing equipment usage and purchases.

WORKING CONDITIONS:

Standard office environment; regular exposure to video terminal displays; occasional exposure to electrical hazards; some work performed in confined spaces.

DISTINGUISHING FEATURES:

Computer Programmer: The lowest entry level for computer programming under direct to general supervision; installs, runs tests, assists with updating, modifying, and maintaining basic computer programs.

Computer Programmer, Senior: The next higher level for computer programming working under general supervision performing the work of the Computer Programmer and expanding to include supervision over student workers and working on more difficult analyses and programming tasks.

Programmer Analyst: The computer programmer and network administrator on LAN systems working under general supervision installing, modifying, testing and maintaining basic computer/network programs.

Programmer Analyst, Senior: The next higher level programmer working under limited supervision on basic and more complicated routine programming/system projects with project deadlines.

Programmer Analyst, Executive: Works on basic, routine and advanced, large projects with critical impact under very limited supervision and under multiple and conflicting project deadlines.

Systems Programmer, Assistant: Provides assistance under direct to general supervision with installing, maintaining, and modifying basic computer system software, assists with writing program documentation, runs basic tests to find problem areas, and assists with basic repairs to system programs.

Systems Programmer: Works under general supervision and runs basic and routine program testing, installs, modifies, maintains utility programs, and writes basic and routine programming documentation.

Systems Programmer, Senior: Works under limited supervision, installing, testing, designing, modifying, and maintaining basic, routine and advanced computer programs and systems, works as a Project Leader, teaches other programmers computer technology, tests new technology, and makes repairs/purchase recommendations.

Systems Specialist: The highest level used both within the Programmer Analyst series and within the Systems Programmer series; this is the expert level that can resolve basic, routine and advanced problems, develop new or enhance programs/systems, discover where program is impacted negatively and overcome related technical problems; teach others computer and programming skills, and work as a Project Leader and mentor.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.