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

Reports To: Designated Supervisor

UW Job Code: 3939

UW Job Family: 38 - Computer Professional

SOC Code: 15-1211

FLSA: Exempt

Pay Grade: 21

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

JOB PURPOSE:

Under general supervision, install, modify, and maintain basic hardware and software for department computers and local area network (LAN) stations; configure computers; may act as backup to major systems with critical campus-wide effects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop client partnerships for effectively communicating with users to incorporate their needs and changes to correct problem situations.
- Install, modify, and maintain basic hardware and software for department computers and local area networks (LAN) stations; configure computers and write documentation.
- May perform similar work on separate modules within larger, complicated programs.
- Develop cross-checks and other tests; use tests to analyze application or programming problems; correct problems within set project deadlines.
- Develop a working understanding of ongoing functional operations.
- Work on-call schedule, as directed, during non-business hours.
- Produce effective reports for department.

SUPPLEMENTAL FUNCTIONS:

- Provide computer, program application, and report writing instructions to users.
- May provide backup support to major programs with critical campus-wide effects.
- Maintain currency in programming field; may recommend equipment and software purchases for department.
- Promote teamwork and information sharing within designated division, and as appropriate, with other divisions.

COMPETENCIES:

- Analysis/Problem Identification
- Collaboration
- Consistency
- Integrity
- Teamwork (Cooperation)
- Work Tempo

MINIMUM QUALIFICATIONS:

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

Experience: **1 year work-related experience in computer programming is preferred**

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic computer science principles.
- Basic computer programming languages in use in the area.
- Basic computer software and hardware applications.
- Basic computer operation.
- Basic network administration.
- Basic computer and peripheral equipment.

Skills and Abilities to:

- Diagnose and resolve basic programming problems.
- Write, test and modify basic computer and/or network programs.
- Effective oral and written communication skills.
- Translate technical information into user-friendly program documentation.
- Design/modify and maintain basic computer reports.

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.