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, EXECUTIVE

Reports To: Designated Supervisor

UW Job Code: 3940

UW Job Family: 38 - Computer Professional

SOC Code: 15-1211

FLSA: Exempt

Pay Grade: 25

Date: 6-2-98 (revised 12-01-01; 1-7-02; 7-1-02; 7-1-04; 7-1-08)

JOB PURPOSE:

Under very limited supervision, design and implement major new computer programs; provide basic, routine and advanced technical support for administrative data processing functions; may develop, maintain and enhance major basic, routine and advanced systems with critical campus-wide effects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide basic, routine and advanced technical skills in the design, implementation, enhancement and modification of major new programs or systems.
- Design, write and modify basic, routine and advanced computer programs for major complex systems with critical campus-wide effects within demanding project deadlines.
- Supervise and act as technical resource, as directed.
- Provide client partnerships to review, understand, analyze, and document application and project objectives, data, and requirements; resolve programming problem issues.
- Develop an understanding of the client's mission, goal, business processes, and strategic direction.
- Consult with other computer professionals regarding basic, routine and advanced system problems/failures and programming errors; correct problems or recommend solutions or adjustments.
- Evaluate new developments in computer hardware and software for possible use at the University; prepare related reports.
- Work on-call schedule, as directed, during non-business hours.

SUPPLEMENTAL FUNCTIONS:

- Maintain currency in programming field.
- Generate, develop and analyze reports from computers.

- Attend professional conferences, meetings, and training seminars to enhance computer technology proficiency.
- May instruct others in the use of basic, routine and advanced software tools such as report writers, other software packages, new programming languages and software development tools.
- Promote teamwork and sharing of information within division and, as appropriate, with other divisions.
- May be asked to perform leadership role on various projects.

COMPETENCIES:

- Analysis/Problem Identification
- Collaboration
- Consistency
- Individual Leadership
- Influence
- Integrity
- Work Prioritization & Management

MINIMUM QUALIFICATIONS:

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

Experience: **3 years work-related related experience, including experience in computer programming and systems analysis**

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic, routine and advanced Computer Science principles, theories and concepts.
- Basic, routine and advanced computer programming languages in use in the area.
- Basic, routine and advanced computer software and hardware applications.
- Basic, routine and advanced computer operation and network administration.
- Basic, routine and advanced data processing equipment and programming tools.
- Basic, routine and advanced maintenance and modifications for computer programs/systems.
- Design technology and techniques to create, enhance, and maintain management information system used in area.
- Current basic, routine and advanced programming technology.

Skills and Abilities to:

- Install/modify computer programs.
- Diagnose and resolve basic, routine and advanced programming and system problems.
- Write, test, modify, and maintain basic, routine and advanced computer/network programs.

- Translate technical information into user-friendly program documentation.
- Maintain effective supervisory relationships.
- Meet multiple and conflicting project timelines and objectives.
- Design and conduct training in the use of computer programs, computer systems, and application tools.
- Acquire new basic, routine and advanced programming skills.
- Provide project leadership.
- Prepare data processing equipment proposals.
- Establish and maintain effective working relationships.
- Interpret policies and procedures impacting programs/systems.
- Interpret business processes, schematics, drawings, and flow charts.

WORKING CONDITIONS:

Standard office environment; regular exposure to terminal video 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.