

Alaska Court System Class Specification

Programmer Analyst III

Range: 21

EEO4: 2

SOC: 15-1251

Class Code: C3425

Definition:

Under general direction, the Programmer Analyst III studies and analyzes methods of operation in Alaska Court System departments; designs and prepares programming specifications; codes programs; tests, implements, and supports new systems for various operating divisions of the court system and maintains liaison with operating divisions. The incumbent also coordinates and conducts training for systems users.

Distinguishing Characteristics:

Positions in the Programmer Analyst job class series perform highly complex technical duties to analyze systems problems and provide reliable and cost-effective solutions to these problems via adjustments of manual procedures and/or implementation of automated processing applications. Incumbents must be able to prepare clear documentation of work products produced and write concise reports on analysis and problems.

The Programmer Analyst III is the advanced professional level in the class series. The Programmer Analyst III is distinguished from the Programmer Analyst II in that the latter performs technical duties using standard practice, procedure, and policies.

Supervision Received: The Programmer Analyst III works under the general direction of the Chief Technology Officer.

Supervision Exercised: Supervisory duties may be assigned. Incumbents will assist with supervision of assigned staff to include recruitment, training, evaluation, counseling, and progressive discipline. A Programmer Analyst III will plan, assign, and review the work of subordinate employees; and function as a working supervisor performing the more complex work of the unit as well as the administrative and supervisory duties.

Complexity of Tasks: Incumbents perform highly complex technical duties requiring the ability and knowledge to analyze system problems and provide reliable and cost-effective solutions to those problems via adjustments of manual procedures and/or implementation of automated processing applications. Must be able to prepare clear documentation of work products produced. Must be able to write concise reports on analysis and problems.

Independent Judgment: A high degree of independent judgment is exercised in dealing with various court personnel, the public, other criminal justice agencies, and general analyses of various

statewide court operations. Incumbents are required to travel alone to various courts and are required to make independent recommendations regarding problems and solutions in those courts. Programmer Analysts III may also perform equipment configurations, installations, and troubleshooting.

Examples of Duties:

Serve as a senior member of the applications support team.

Assist Applications Support Manager in providing leadership, technical support, and supervision of application development functions.

Analyze, design, and implement complex or highly specialized computer programming and software solutions.

Transact and plan for software maintenance and major enhancements for mission-critical business applications.

Prepare recommendations for changing system design, application standards, maintenance routines, or operational procedures.

Analyze operating procedures and confers with supervisory and operating personnel to determine work objective, methods and workflow.

Act as webmaster for the ACS, including development and maintenance of both public and private websites and applications, and ACS e-government services.

Work with division managers and other staff on the development of their public websites and e-government initiatives. Review and document business practices, develop and document requirements, and create a design for review.

Perform graphic design duties for the web, such as creation of logos, graphs, charts, and color schemes.

Create and publish Web content using selected content management systems or other technology tools.

Write complex application code and coordinate with other IS staff for specialized scripts as needed.

Carry out usability and accessibility audits and tests. Ensure web services comply with the Americans with Disabilities Act (ADA) and other related requirements; provide guidance to content providers and make necessary modifications to existing web content.

Develop requirement analyses, feasibility studies, and cost studies of manual and/or computer-oriented data processing systems and make recommendations for same; prepare systems proposals and make graphic, oral, and written presentations for management approval.

Prepare programming specifications, code programs, and products; review complete program and system documentation.

Review and/or prepare test data and instructions for program/system testing and procedural instructions for file conversions and system installation.

Develop and implement detailed user documentation and train court personnel in system operations.

Provide routine maintenance for all operating software used regardless of equipment used to process software.

Respond to user requests for ad hoc reports for various systems. Coordinate and conduct training of system users.

Travel to sites statewide to accomplish above duties. Perform equipment installations and troubleshooting.

Perform occasional weekend work and other related duties as directed.

Knowledge, Skills and Abilities:

A Programmer Analyst III requires knowledge of:

- The principles and techniques of systems analysis; the methods of measuring and depicting results of feasibility and cost studies.
- Familiarity with mainframe and micro computer equipment including their operating principles and capabilities.
- Program documentation techniques; 4GL computer languages as well as standard programming languages such as BASIC; experience with UNIX and networks.

A Programmer Analyst III requires the ability to:

- Establish and maintain cooperative relationships with those contacted in the course of work.
- Participate effectively in conferences and interviews.
- Gather and analyze data.
- Convey information orally and in writing to a variety of individuals in simple, understandable and precise terms.
- Write, debug, document and implement well-designed software programs on a variety of equipment.

Minimum Qualifications:

A bachelor's degree from an accredited college in Computer Science, Management Information Systems, Information Technology, Mathematics, or a closely related field.

AND

Five years of professional experience as a computer programmer or software developer; of which, at least one year was at the project lead or system design level. This is equivalent to a Programmer Analyst II with the Alaska Court System plus one year of progressive responsibility in that capacity.

The five years of professional experience must have been in a business application, scientific application, or computer information management support specialty.

Preferred Qualification:

One year of supervisory or management work experience.

This is a partially-exempt job class. Incumbents serve "at-will" to the appointing authority.

02/14 – New, WPA

09/18 – Change SOC Code