NORTH DAKOTA
CLASS DESCRIPTION
ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0141
0142
0143

PROGRAMMER ANALYST

SCOPE OF WORK:

Work involves analyzing the feasibility and practicality for an automated data/information processing solution to situations or problems presented by managers within the State government environment.

DUTIES PERFORMED AT ALL LEVELS:

- Formulate plans for design and development of an automated data processing solution.
- Conduct an appropriate level of analysis to determine feasibility for an automated program.
- Design and develop a programming solution based on available system resources and programming capability.
- Coordinate with users and other system support sources to ensure compatibility and integrity of programs.
- Perform program maintenance according to user specifications and to provide technical updates.
- Prepare and maintain program and system documentation.
- Assist in the preparation of user guides and instruction manuals.
- Prepare required administrative reports, forms, and communications.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

PROGRAMMER ANALYST I 0141
GRADE J

LEVEL DEFINITION:

Work at this level is limited in scope with individuals receiving close supervision while working or assisting with a variety of the tasks included in this series. While work may involve all aspects of analysis, design and development, implementation, etc., the individual most often will perform tasks related to specific areas and be involved as an assistant or in a learning capacity.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- May assist higher-level programmer analysts in performing more complex tasks.
- Perform maintenance of completed projects using prepared documentation.
- Use available program and system testing tools and methodology.

MINIMUM QUALIFICATIONS:

Requires demonstrated thorough knowledge of specific programming languages (e.g., C/C++, Java, Visual Basic), operating systems, and applications applicable to the agency's computing environment and specified by the appointing authority at the time of recruitment. A bachelor's degree in a computer science field will normally provide the requisite knowledge and skills.

PROGRAMMER ANALYST II 0142
GRADE K

LEVEL DEFINITION:

Work at this level is considered fully-qualified but is limited in scope and consists of tasks in one or more specific areas, i.e., analysis, programming, etc. Assignments may also include work in additional areas such as local area network (LAN) administration. Work involves projects with increased complexity usually based on the scope of the project which may include service to multiple locations, involve a variety of platforms and/or connectivity methods and type of software development tools available, etc.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- May serve as project leader on special projects.
- May be required to develop program and system testing tools, methodology, and procedures.
- Develop cost analysis related to specific projects.

MINIMUM QUALIFICATIONS:

Requires two years work experience using specific programming languages (e.g., C/C++, Delphi, Java, JavaScript, Pascal, Ada, Visual Basic), operating systems, and applications applicable to the agency's computing environment and specified by the appointing authority at the time of recruitment. A bachelor's degree in a computer science field and one year of work experience as a programmer analyst will normally provide the requisite knowledge and skills.

PROGRAMMER ANALYST III 0143
GRADE M

LEVEL DEFINITION:

Work at this level is considered fully-qualified and generally involves all areas of work common to this series, i.e., analysis, design and development, programming, database, etc. Work involves projects with increased complexity usually based on the scope of the project which may include service to multiple locations, involve a variety of platforms and/or connectivity methods and type of software development tools available, etc. Assignments may also include supervisory and project management responsibility.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- May be assigned supervisory responsibilities for one or more persons.
- Provide significant input to the total organizational strategic planning for automated data processing development.

MINIMUM QUALIFICATIONS:

Requires three years work experience using specific programming languages (e.g., C/C++, Pascal, Eiffel, Visual Basic, Perl), operating systems, and applications applicable to the agency's computing environment and specified by the appointing authority at the time of recruitment. A bachelor's degree in a computer science field and two years of work experience as a programmer analyst will normally provide the requisite knowledge and skills.

Eff. Date: 4/92
Rev: 10/97 - Updated terminology, minimum qualifications, and format.
Rev: 2/01 - Updated minimum qualifications.
Rev: 7/12 – Conversion to Hay System; *Pay Grade Exception (III Level only) assigned 7/12; NDAC 4-07-04-11 & 4-07-04-12