SENIOR PROGRAMMER ANALYST
GRADE N

SCOPE OF WORK:

Work is at a senior level in a project manager or administrator capacity to guide and direct the work of individuals involved in analyzing the need, feasibility, and practicality of an automated data processing solution for situations or problems presented by managers within the State government environment. Project scope may include consideration of multiple platforms; the compatibility of a variety of programming languages; customer base covering the entire state with a variety of users; integration and compatibility a variety of data transfer options; selection of data storage options; accessibility to data and related security requirements and consideration for maintaining capability for expansion of program requirements and ability to adapt to advancing technology.

DUTIES PERFORMED:

- Provide technical assistance to programming staff.
- Develop and analyze proposals; develop test methods and provide on-going maintenance of programs.
- Formulate plans to design and develop automated data processing solutions.
- Conduct an appropriate level of analysis to determine feasibility for an automated program or project.
- Design and develop programming solutions based on available system resources and programming capability.
- Coordinate with programming staff, users, and other system support sources to ensure the compatibility and integrity of programs.
- Provide for program maintenance according to user specifications and to maintain technical updates.
- Participate in planning, policy development, and budgeting for organizational information technology requirements; prepare required administrative reports, forms, and communications.
- May be assigned administrative management responsibility for data processing or information services function within an organization or as a project manager with multiple responsibilities for completion of technical and administrative aspects of one or more major projects.

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

MINIMUM QUALIFICATIONS:

Requires a combination of college level coursework in computer science or computer information systems plus work experience in the design, development, and maintenance of computer programs in computer programming language(s) pertinent to the position to be filled totaling eight years. Or a combination of college level coursework in another field plus work experience as described for a total of ten years. At least one year of the work experience must have included working as a project manager or team leader.

Eff. Date: 10/97
Rev: 10/01 – Revised minimum qualifications
Rev: 7/12 – Conversion to Hay System; *Pay Grade Exception assigned 7/12; NDAC 4-07-04-11 & 4-07-04-12