



# **City of Phoenix INFORMATION TECHNOLOGY ANALYST/PROGRAMMER I**

**JOB CODE 09650**

Effective Date: Rev. 04/13

## **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to perform systems analysis and applications programming involving single or multiple information technology systems. Work includes analyzing functional and conceptual workflow procedures and translating those specifications into computer applications, testing those applications, designing procedure documentation, and training customers in their use. Assignments are based on management approved information technology systems. Work is performed with a limited amount of independence, and performance is evaluated by frequent reviews of work in progress.

## **ESSENTIAL FUNCTIONS:**

- Works effectively with customers to coordinate plans for collecting and standardizing input data, and format of output media;
- Analyzes problems and prepares functional workflow diagrams, input and output forms, and detailed requirements of computer program specifications;
- Writes, corrects, and makes modifications to computer programs;
- Successfully develops and executes test plans that thoroughly test applications and allow for quality implementations of new or modified applications;
- Prepares and maintains documentation of applications;
- Plans and conducts training sessions for information technology systems customers;
- Evaluates improvements and benefits which could be derived from modifications of existing systems;
- Analyzes computer programming problems to isolate program problems and takes appropriate action to correct;
- Monitors time for tasks performed;
- Prepares operating procedures for users and computer operating personnel;
- Gathers, organizes, and documents requirements from end users and project stakeholders;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.



## **City of Phoenix**

- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

### **Required Knowledge, Skills and Abilities:**

Knowledge of:

- Principles and techniques of structured applications programming.
- Research methods and techniques.
- Information technology systems design and programming.
- Design specification development.
- Principles of business system analysis, including the analysis of procedures, equipment, and methods.
- Forms design and report design.
- High level computer programming languages.
- Relational database principles, analysis, modeling, and retrieval techniques.

Ability to:

- Analyze, interpret, and present research findings.
- Analyze specifications and instructions to develop appropriate systems and programs.
- Maintain computer programs using different programming languages and operating systems.
- Develop logical code for efficient program execution.
- Debug new and existing programs.
- Works safely without presenting a direct threat to self or others.

### **Additional Requirements:**

- Appointments to positions in the Police Department are subject to meeting appropriate polygraph and background standards.
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**



## **City of Phoenix**

One year of experience in computer applications programming and analysis and graduation from a technical/programming school or junior college. Other combinations of experience and education that meet the minimum requirements may be substituted.