SENIOR PROGRAMMER ANALYST

SUMMARY/PURPOSE
To coordinate, define, plan, design, develop, maintain, and oversee assigned Application and/or Website Development solutions in the support of the achievement of business requirements. This includes setting standards and guidelines, designing, writing, coding, testing, and analyzing software solutions. The Senior Programmer Analyst will also oversee, participate in, and assist programming staff in the research, design, documentation, and modification of software solutions throughout the production life cycle.

DISTINGUISHING FEATURES OF THE CLASS
Employees at this level are distinguished from the Programmer Analyst by the level of responsibilities and duties performed. Positions at this level exercise more independent discretion and judgment in matters related to work procedures and methods and may be required to provide support to higher level situations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinate and conduct research on emerging application and website development software products, languages, tools, and standards in support of procurement and development efforts.
2. Develop long-term strategies and planning guidelines based on research including but not limited to, current development languages, tools, industry best practices, input from stakeholders, common data management, and security and regulatory compliancy requirements.
3. Evaluate and recommend solutions within the established long-term strategies and planning guidelines.
4. Lead, coordinate, and participate in key process improvements with colleagues and stakeholders in development efforts and as needed in the initiation of new application and website software solutions.
5. Coordinate, collaborate and advise within development standards and guidelines with application administration, network, systems, business units, and database administration function on a recommended course of action for software solutions in order to meet organizational demands.
6. Prepare, implement, and monitor a project plan which schedules the analysis, design, and implementation of assigned projects.
7. Analyze user requirements within stakeholder areas to determine the feasibility, available options, and time commitments required to implement an application or website development solution.
8. Analyze available options, both local and external, for relevancy, usability, and functionality to satisfy new data management and/or regulatory requirements.
9. Design, develop, and document file structures to satisfy development requirements within the standards and guidelines to ensure regulatory compliancy requirements.
10. Design and develop software logic in the appropriate programming language or through the use of development tools to create new or modify existing applications and website development solutions.
11. Responsible for configuring, coding, developing, and documenting software specifications throughout the project life cycle.
12. Coordinate and collaborate in the development of test scenarios to validate system logic.
13. Plan and schedule implementation of assigned projects with involved staff.
14. Assign, direct, and verify where necessary the work of other staff assigned to projects.
15. Develop and maintain training materials and software solution documentation.
16. Train and advise colleagues and end users in the use of new or enhanced application and website development solutions.
17. Collaborate with colleagues to ensure appropriate hardware and software environments are in place for any application or website development solution.

18. Recommend procedural modifications as necessary to ensure compliance with applicable standards, guidelines, and regulatory requirements are being met in all application and website solutions.
19. Report achievements and development concerns to supervisor and project teams.
20. Serve as lead development resource with managers, colleagues, and project teams as needed for project coordination.
21. Act as team lead in the training and mentorship of Programmer Analysts as well as be an escalation point for advanced or difficult development solutions.
22. Serve as cornerstone for escalating software solution development issues and tier 2 help desk incidents, provide timely response to customer escalations.
23. Other duties may be assigned.

JOB REQUIREMENTS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
    A. Graduation from an accredited technical or college university with a degree in a computer information systems related program, plus three (3) years of verifiable experience in application development, web development, system analysis, system design, or system integration and implementation; or
    B. Five (5) years of full-time, verifiable experience in application development, web development, system analysis, design, integration and implementation; or
    C. A combination of verifiable education and experience equaling five (5) years which demonstrates possession of the knowledge, skills, and abilities listed in the job description.

2. Knowledge Requirements
    A. Technically fluent in programming languages including but not limited to Visual Basic .Net, ASP .Net, HTML, HTML5, C#, C++, PHP, Perl, Java, or JavaScript.
    B. Knowledge in creating production level website development solutions using development environments such as Visual Studio .Net, Dreamweaver.
    C. Knowledge in developing website solutions utilizing content management solutions such as Umbraco, WordPress, Joomla!, or Drupal.
    D. Knowledge of relational database platforms preferably utilizing Microsoft SQL.
    E. In-depth, hands on knowledge and experience in or with application and/or website development.
    F. Working knowledge of analytical and statistical methods and their use in application and/or web development solutions.
    G. Knowledge of database and file management techniques.
    H. Knowledge of operational procedures required for development and maintenance of production software.
    I. Knowledge of applicable data privacy practices laws and PCI compliancy requirements.

3. Skill Requirements
    A. Skill in application or web development.
    B. Skill in documenting development and maintaining such through product life cycle.
    C. Strong customer service, interpersonal, and oral communication skills.
    D. Strong analytical and problem solving skills.
    E. Skill in reading, writing, and interpreting technical specification documentation.
    F. Skill at leading in a team-oriented, collaborative environment.
    G. Skill in evaluating and analyzing projects in a broad perspective.
    H. Skill at working both independently and in team oriented collaborative environments.

I. Skill in writing documents specifying recommendations, plans, schedules, milestones, and achievements of a project.

4. Ability Requirements
    A. Ability to conduct independent research and recommend improved or new software solutions to meet specification requirements.
    B. Ability to gather, analyze, and organize information.
    C. Ability to interpret specification requirements.
    D. Ability to provide keen attention to detail.
    E. Ability to function as a Programmer Analyst and participate in analysis, design and programming activities.
    F. Ability to effectively communicate on a one-to-one basis and with groups to obtain or provide information.
    G. Ability to assign tasks and assist staff as necessary.
    H. Ability to be self-motivated and a strong team leader while prioritizing and executing tasks in a high-pressure environment.
    I. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.

5. Physical Ability Requirements
    A. Ability to frequently sit, type, talk, and hear.
    B. Ability to work at a computer for extended periods.
    C. Ability to attend work on a regular basis.
    D. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
    E. Ability to be available for standby and/or callback.
    F. Ability to work flexible schedules as assigned.
    G. Dexterity of hands and fingers to operate a computer keyboard, mouse, and to handle other computer components.

HR: MC	Union: Basic	EEOC: Professionals	CSB:	Class No: 3114
WC: 8810	Pay:	EEOF: Admin/Finance	CC:	Resolution: