Programmer Analyst (Class Code 1431)

Competency List

Technical/Technology

- 1. General/basic knowledge of operating systems such as Windows, Novell Netware, Unix, HP, SUN, DEC ALPHA, OS/390, VM, VSE, Linux, ESX.
- 2. General/basic knowledge of data and security architecture for program writing to ensure data security, and for the encryption of data for transmission.
- 4. Working knowledge of database management and architecture in order to understand or identify application problems or errors.
- 5. Advanced/extensive knowledge of application development tools such as Microsoft Studio (.NET), Java, and Dream weaver.
- 6. Advanced/extensive knowledge of development techniques such as data modeling and flowcharts.
- 7. Advanced/extensive knowledge of programming languages such as C#, C++, Cobol, VB, and ColdFusion.
- 8. Advanced/extensive knowledge of systems development life cycle (SDLC), which includes systems analysis, design, development, systems test, implementation, and maintenance.
- 9. General/basic knowledge of internet/intranet technology sufficient to troubleshoot server connectivity.

Communication and Teamwork

- 10. Ability to communicate technical and non-technical information orally and effectively.
- 11. Ability to communicate in writing in the appropriate format for the purpose of writing reports or memoranda.
- 12. Ability to deal tactfully and professionally with other employees and clients such as City departments, elected officials, public in a variety of situations.
- 13. Ability to direct or supervise the work of programmers and other technical staff as a lead worker.

- 14. Ability to work collaboratively and cooperatively with other project team members.
- 15. Skill in establishing positive client relationships with line business managers and production users.

Cognitive and Analytical

- 16. Ability to analyze problems, formulate solutions, and recognize the possible implications of those solutions.
- 17. Ability to coordinate and organize a variety of tasks.
- 18. Ability to think creatively and logically in developing new procedures, methods, or approaches to solve business, and technical problems.
- 19. Ability to learn and adapt to new/various computer software programs.
- 20. Ability to understand the implications of new technology for both current and future problem solving and decision-making.
- 21. Ability to follow standards and procedures in the development of computer programs.
- 22. Ability to listen to and understand information and ideas presented orally.
- 23. Ability to read and understand information and ideas presented in writing.
- 24. Ability to analyze information and processes to discern business rules and formulate effective conclusions (includes finding a relationship among seemingly unrelated events).
- 25. Ability to anticipate problems and unintended consequences during routine and high pressure/stressful environments or circumstances.
- 26. Ability to read and interpret technical information on business processes, software and hardware in order to properly apply functioning procedures for effective use.
- 27. Ability to understand and follow manufacturer's written and oral instructions on installation of hardware and software.
- 28. Ability to set priorities and organize work to complete project responsibilities efficiently and effectively.

- 29. Ability to balance responsibilities for multiple projects or tasks to ensure timely, high quality results.
- 30. Ability to work independently with minimal supervision.