

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Programmer/Analyst 3	<u>CLASS NUMBER:</u> 80011	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Department of Job & Family Services - Northland	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N17	<u>POSITION CONTROL #:</u>
<u>POSITION LOCATION:</u> 1721 Northland Park Ave, Columbus, OH 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Data Systems Supv. (100860)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Programmer/Analyst 3 classification is to provide technical support to increase agency employee's efficiency and productivity.

JOB DUTIES:

Under direction of the Data Systems Manager design, code, test and debug programs using programming languages including SQL, VB .NET, C#. NET, HTML, XML, CSS, JQuery and JavaScript. Maintain working knowledge of Visual Studio.NET, and SQL Server, namely SSIS and Reporting Services. Mentor and provide guidance to lower level developers in the areas of software development, data collection and information retrieval. Provide support and troubleshooting for Sharepoint.

Provide liaison with federal, state and county agencies to ensure effective system development. Assist in user documentation that train users on how to properly use developed applications and development software. Assist in the development of system manuals. Responsible for responding to issues assigned to the team and follow up on reports of slow or non-resolution of issues. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of agency policy and procedures; electronic data processing. Skill in equipment operation. Ability to understand system of mechanical or other procedures; calculate fractions, decimals and percentages; prepare meaningful, concise and accurate reports; gather, collate and classify information about data, people or things; cooperate with co-workers on group projects.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's degree in computer science or related field with three (3) years of help desk support experience; or any equivalent combination of training and experience.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date