

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

<b><u>CLASSIFICATION TITLE:</u></b> Programmer/Analyst 5	<b><u>CLASS NUMBER:</u></b> 80012	<b><u>FLSA:</u></b> Exempt
<b><u>AGENCY/DIVISION:</u></b> Department of Job & Family Services - Northland	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 180
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N19	<b><u>POSITION CONTROL #:</u></b> Varies
<b><u>POSITION LOCATION:</u></b> 1721 Northland Park Ave, Columbus, OH 43229	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Data System Supervisor (100860)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Programmer/Analyst 5 classification is to work as part of a data systems team to design information technology solutions that meet the department's requirements and to develop software applications which helps to provide fast accurate, and high quality services to internal and external departmental customers. This classification may deal with the larger and more complex systems.

**JOB DUTIES:**

Responsible for all stages and iterations of software development within the Microsoft .NET environment (C# or VB.NET) and SQL server environments for assigned systems. Plans and drives software construction activities, including new software development, software upgrades, and the related configuration, performance enhancements, and debugging of such systems. Adopts and adapts appropriate software developments methods, tools and techniques selecting appropriately from predictive (plan-driven) approaches or adaptive (iterative/agile) approaches; measures and monitors applications of project/team standards for software construction including software security and contributes to the developments of organizational policies, standards, and guidelines for software development.

Provides technical support for County maintained applications (server, desktop, web, or mobile). Participates in requirements analysis and functions as expert for assigned software systems. Uses best practices to oversee software testing. Coordinates with Server, Project Management, and Desktop teams in adherence with the County's release management processes. Develops and maintains documentation throughout the software development life cycle (SDLC). 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 interpret extensive variety of technical materials; 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:**

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in computer science, information technology or related field with five (5) years application and database development experience.

**Additional Requirements**

Must meet background check requirements.

**Supervisory Responsibilities**

Position may have the ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, and to act on employee problems. May also act as a team lead.

**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.

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Employee Name

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Employee Signature

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Date