

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

<u>CLASSIFICATION TITLE:</u> Programmer/Analyst 5	<u>CLASS NUMBER:</u> 80012	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Office on Aging	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N19	<u>POSITION CONTROL #:</u> 110007
<u>POSITION LOCATION:</u> 280 E. Broad St., 3rd FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Sr. IT Manager (110003)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

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:

Take technical responsibility across all stages and iterations of development within the Microsoft .NET environment (VB.NET, C#, MVC & Web Forms) and SQL Server environment for assigned systems. Plan and drive software construction activities, including new software development, upgrades, and the related configuration, performance enhancements, and debugging of such systems.

Adopt and adapt appropriate application developments methods, tools and techniques selecting appropriately from predictive (plan-driven) approaches or adaptive (iterative/agile) approaches. Measure and monitor applications of project/team standards for software construction including software security. Create SQL stored procedures to be utilized by websites or other applications. Maintain, debug, and modify applications. Troubleshoot and document application problems. Assist with application testing and implementation.

Perform configurations, modify, and redeploy portions of code within the agency’s application and systems. Contribute to the development of organizational policies, standards, and guidelines for software development. Provide technical support for County maintained applications (web, or mobile). Participate in requirements analysis and functions as expert for assigned software systems. Use best practices to oversee software testing.

Coordinate with Server, Project Management, and Desktop teams in adherence with the County’s release management processes. Develop and maintain documentation throughout the software development life cycle (SDLC). Maintain expertise of relevant technologies through research and training. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all 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, such as writing web applications; 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

No special license or certification is required

Supervisory Responsibilities

Position may have the ability to assign, review, plan, and coordinate the work of other employees, 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.

Employee Name

Employee Signature

Date