Job Title: Analyst Programmer, Associate

BCAT Code: 09VE10
Pay Grade: G14
FLSA Status: Non-Exempt

Revision Date: April 1, 2007
Effective Date: July 1, 2013

General Description
Develops and maintains software applications and provides technical expertise in planning, developing, testing, and documenting integrated computer application programs. Under the supervision and training of the Manager, receives instructions from the Manager and then performs the tasks independently.

Examples of Duties
- Assists in the business process analysis.
- Assists in evaluating end-user requests for new or modified computer programs.
- Assists in providing support for large scale integrated relational database applications.
- Assists in converting project specifications into logical computer codes.
- Assists with the data conversion into multiple formats and environments.
- Assists in preparing flow charts and diagrams.
- Assists in formulating plans to develop software programs.
- Tests, documents, and performs quality control on programs and code entries.
- Writes reports, trains University staff, and consults with customers/clients.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of data processing principles, practices, and equipment.
- Knowledge of large integrated systems and event-driven programming.
- Knowledge of Windows, voice response systems, and programming languages, such as COBOL, C, C++, Visual Basic, Pearle, Java, relational databases, such as Oracle, middleware, LANs, etc.
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and verbal communication skills with external and internal customers.
- Ability to multi-task, train staff, and use independent judgment.

Minimum GSU Hiring Standards
Bachelor’s degree and one year of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.