**Georgia State University**

**Job Specification**

**Job Title:** Analyst Programmer, Manager

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<thead>
<tr>
<th>BCAT Code: 09OX35</th>
<th>Effective Date: April 1, 2007</th>
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<tr>
<td>Pay Grade: G23</td>
<td>FLSA Status: Exempt</td>
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<td>Revision Date: July 1, 2013</td>
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**General Description**
Manages a software development team that designs, develops, and/or acquires application solutions and provides software support for multiple application technologies.

**Examples of Duties**
- Develops and manages the business process analysis.
- Manages the implementation of end-user requests for new or modified computer programs.
- Leads large scale integrated relational database applications/projects.
- Oversees the conversion of project specifications into logical computer codes.
- Oversees the conversion of data into a variety of formats and environments.
- Oversees the preparation of flow charts and diagrams.
- Evaluates reports, trains University staff and new programmers, and provides advanced level consultation to customers/clients.
- Formulates and implements plans to develop programs.
- Oversees the testing, documentation, and quality assurance of programs.
- Prepares estimates; provides quotes; coordinates the work of sub-contractors; manages the business unit costs; establishes and manages customer service.
- Performs feasibility studies, evaluates vendor supplied technical components and/or packaged solutions.
- Manages the entire Systems Development Life Cycle (SDLC).
- Performs other advanced level 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, Pearl, Java, relational databases (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 & programmers, supervise staff, and use independent judgment.

**Minimum GSU Hiring Standards**
Bachelor’s degree and four years of related experience; or a combination of education and related experience.

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*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.*

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Office of Human Resources

Classification Section