



**University of Texas at El Paso
Job Description**

Job Code: 9324
Job Title: Programmer Analyst
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA: Exempt
Prepared by: Human Resource Services
Creation/Revision: December 15, 2010

Summary: Converts data from specifications and statements of problems to computer code.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Consults with supervisor, systems analysts, other programmers, and end users to gather information about program intent, functions, features, data warehousing requirements, input requirements, output requirements, internal and external checks and controls, hardware and operating system environment, and interfaces with other systems.

Writes program specifications based on consultations with supervisor, systems analysts, other programmers, and end users.

Converts designs and specifications into computer code; compiles code into programs and corrects errors detected in compile process. Has a working knowledge of data management, data modeling, experience with SQL, and general reporting methodologies.

Creates test transactions and runs tests to find errors and confirm program meets specifications; analyzes code to find causes of errors and revises programs; consults with client to prototype, refine, test, and debug programs to meet needs; installs and tests programs at client site; monitors performance of programs after implementation.

Writes and maintains documentation of changes to computer code, programs, and specifications; modifies and maintains software programs written by others; is familiar with OLAP solutions; develops and maintains plans outlining steps and time tables for developing programs.

Designs and codes layouts for onscreen user interfaces, printed outputs, cube based analysis, and interfaces with other systems.

Reviews user and technical documentation written by others to confirm consistency with program operations.

Provides technical assistance by responding to inquiries regarding errors, problems, or questions with programs.

Revises program for corrections, enhancements, or system environment changes; analyses and estimates feasibility, costs, time, and compatibility with hardware and other programs; researches and evaluates software and hardware to assist in programming or to use as program platforms.

Trains end users or technical support staff to use and support program.

Coordinates with other programmers about program revisions.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.



Supervisory Responsibilities: No supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Bachelor's degree from four year college or university within area of assigned responsibility.

Minimum Experience required: Two years related experience to the statement of duties and responsibilities; or equivalent combination of education and experience.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and move up to 10 pounds. Specific vision abilities required by this job include close vision and color vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.