

Associate Programmer Analyst (Specialist)

Essential Task Rating Results

1	Write code using programming languages (e.g., JAVA, Assembler, COBOL, Natural, C, VB.Net) in order to develop computer programs/applications.
2	Develop computer programs/applications to meet department requirements and expectations with regards to efficiency and effectiveness.
3	Enhance/maintain existing computer programs/applications to increase operating efficiency, adapt to new requirements, or correct errors.
4	Adhere to data security policies to protect information assets.
5	Conduct tests (e.g., unit, integration, stress, regression) to ensure the software functions as designed.
6	Develop and/or maintain computer program/application documentation for ease of understanding and ongoing support.
7	Analyze discrepancies in outputs (e.g., logs, reports, screenshots) to identify and resolve errors.
8	Query databases to retrieve and update data using database query languages (e.g., SQL, CICS, IDMS).
9	Design a computer program/application using specifications within a defined architecture to maximize program efficiency and maintainability.
10	Design testing scenarios to meet functional and technical requirements.
11	Identify causes of critical system failures and service interruptions to restore normal operations.
12	Incorporate reusable application components to streamline development and improve consistency and maintainability.
13	Implement data integrity control methods (e.g., validation, auditing) in the application design process.
14	Define and develop computer programs/applications with reusable components to streamline development and improve consistency and maintainability.
15	Develop detailed design specifications for computer program/application in order to ensure effectiveness and adherence to state/department standards.
16	Provide technical assistance to resolve software, hardware, operating, and/or network problems.
17	Develop and/or maintain computer program/application documentation for each phase of the software development lifecycle (i.e., design, development, testing, implementation, maintenance).
18	Participate in design and/or code reviews of the computer program/application structure to ensure adherence to standards.

19	Participate in meetings (e.g., walkthrough, JAD, demos, training, status updates) with stakeholders.
20	Utilize version control processes to track changes to software, manage ownership of software and ensure the correct version is in use.
21	Develop and document testing configurations to support testing conditions (e.g., test scripts, data sets).
22	Provide periodic status reports on workload and development tasks.
23	Define and document technical requirements to design, develop and support systems.
24	Identify failing or poorly performing application components to assess the need for modifications and/or replacement.
25	Conduct and facilitate design and/or code reviews of the computer program/application structure to ensure adherence to standards.
26	Define and document data and process flows to meet the system requirements.
27	Design databases using specifications within a defined architecture to provide efficient data storage/retrieval.
28	Provide input to management regarding the amount of time spent and resources required to complete projects and work assignments.
29	Conduct and facilitate meetings (e.g., walkthrough, JAD, demos, training, status updates) with stakeholders.
30	Develop and perform necessary migration tasks (e.g., data conversion, software installation/ instructions, migration plans, change and release management) to properly manage deployments.