

Staff Programmer Analyst (Specialist)

Essential Task Rating Results

1	Develop computer programs/applications to meet department requirements and expectations with regards to efficiency and effectiveness.
2	Write code using programming languages (e.g., JAVA, Assembler, COBOL, Natural, C, VB.Net) in order to develop computer programs/applications.
3	Enhance/maintain existing computer programs/applications to increase operating efficiency, adapt to new requirements, or correct errors.
4	Conduct tests (e.g., unit, integration, stress, regression) to ensure the software functions as designed.
5	Adhere to data security policies to protect information assets.
6	Analyze discrepancies in outputs (e.g., logs, reports, screenshots) to identify and resolve errors.
7	Query databases to retrieve and update data using database query languages (e.g., SQL, CICS, IDMS).
8	Identify causes of critical system failures and service interruptions to restore normal operations.
9	Design a computer program/application using specifications within a defined architecture to maximize program efficiency and maintainability.
10	Develop and/or maintain computer program/application documentation for ease of understanding and ongoing support.
11	Design testing scenarios to meet functional and technical requirements.
12	Identify failing or poorly performing application components to assess the need for modifications and/or replacement.
13	Develop and perform necessary migration tasks (e.g., data conversion, software installation/ instructions, migration plans, change and release management) to properly manage deployments.
14	Utilize version control processes to track changes to software, manage ownership of software and ensure the correct version is in use.
15	Develop and/or maintain computer program/application documentation for each phase of the software development lifecycle (i.e., design, development, testing, implementation, maintenance).
16	Participate in meetings (e.g., walkthrough, JAD, demos, training, status updates) with stakeholders.
17	Design databases using specifications within a defined architecture to provide efficient data storage/retrieval.
18	Define and develop computer programs/applications with reusable components to streamline development and improve consistency and maintainability.

19	Develop detailed design specifications for computer program/application in order to ensure effectiveness and adherence to state/department standards.
20	Provide technical assistance to resolve software, hardware, operating, and/or network problems.
21	Incorporate reusable application components to streamline development and improve consistency and maintainability.
22	Implement data integrity control methods (e.g., validation, auditing) in the application design process.
23	Define and document technical requirements to design, develop and support systems.
24	Participate in design and/or code reviews of the computer program/application structure to ensure adherence to standards.
25	Develop and implement effective security practices to ensure system is safe from unauthorized users.
26	Provide periodic status reports on workload and development tasks.
27	Define and document data and process flows to meet the system requirements.
28	Develop and document testing configurations to support testing conditions (e.g., test scripts, data sets).
29	Conduct and facilitate design and/or code reviews of the computer program/application structure to ensure adherence to standards.
30	Conduct and facilitate meetings (e.g., walkthrough, JAD, demos, training, status updates) with stakeholders.
31	Provide input to management regarding the amount of time spent and resources required to complete projects and work assignments.
32	Prepare application system design diagrams to facilitate understanding by customers and team members.
33	Inform stakeholders of the status and progress of work unit operations, programs, and projects (e.g., the status of on-going program activities and operations, issues affecting the delivery of products and services, issues potentially impacting the completion of work assignments) to communicate progress and manage expectations.
34	Perform database administration functions (e.g., design, build, maintain, backup, recovery, user administration) to provide an application foundation and ensure data integrity and security.