



## **Job Classification Description**

**Programmer/Analyst – Chancellor’s Office  
Non-Bargaining Unit**

**Grade 10  
Exempt**

### **Basic Function:**

This position will be responsible for technical and user support of Datatel's Colleague and Benefactor systems. The position includes program development, modification of vendor subroutines for systematic entry of data into the Colleague database. Also organizing data and generating reports based on user specifications and needs.

### **Characteristic Duties and Responsibilities:**

- Use UniQuery, UniBasic, Envision, Visual Basic, and Safari report writer to write program code to support information needs.
- With the assistance of a Systems Analyst, defines and prepares specifications for projects or changes to existing systems and applications, performing the indicated analysis of the impact upon other modules or applications.
- With the assistance of a Systems Analyst, develops and implements programs and/or makes modifications to existing systems to comply with user specifications.
- Develop knowledge and programming skills required to support assigned applications, functional modules and necessary technical skills.
- Perform a variety of tasks related to the on-going maintenance of systems: research simple to moderately complex problems; debug programs or modify systems to correct problems or enhance system capabilities; and the like.
- Interfacing with user departments and providing technical expertise.
- Assist in database monitoring and reporting.
- Assist with software-release loads and security procedures.

### **Supervision Exercised:**

None

### **Supervision Received:**

Supervision is received from the Director of Administrative Information Systems.

**Minimum Qualifications:**

Bachelor's degree in computer science or other appropriate discipline, an understanding of Boolean algebra, computer programming and systems analysis/design.

- Strong planning, organization and administrative skills.
- Experience and success working in a team environment.
- An understanding of the complexities of multi-level reporting arrangements.
- Excellent communication skills.
- Ability to deal effectively with a wide range of end users, in person, over the phone and via e-mail.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**