

SNOHOMISH COUNTY JOB DESCRIPTION

PROGRAMMER/ANALYST - PDS

Spec No. 3252

BASIC FUNCTION

To perform moderate to complex analysis and applications programming for the Department of Planning and Development Services.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Follows detailed specifications to code, test, debug and implement purchased packages, in-house programs and changes to existing software application programs.
2. Documents computer programs and systems to include all aspects of input/output control and department standards.
3. Assists with analysis on large or complex projects; provides technical assistance on assigned projects.
4. Provides input criteria for testing and implementing new applications packages and major changes to existing applications; submits to Systems Project Leader for approval.
5. Places into production documented and approved telecommunications, networking and batch processing software according to established procedures.
6. Analyzes clients' needs by reviewing documents, files, reports and existing work procedures; organizes data into usable working set; reviews related software for necessary changes.
7. Develops appropriate software in accordance with developed logic flow and data manipulation specifications; tests software development to ensure functional validity, making necessary changes to correct deficiencies or include additional pertinent data not included in original logic design.
8. May analyze business rules/functions to determine logic flow for data access and manipulation.
9. May be required to install and operate microcomputer and related peripheral equipment.
10. May coordinate user requirements with system specifications.
11. May be required to perform all the duties of subordinate classifications.
12. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree PLUS, two (2) years of experience in analysis and programming. Work related experience may be substituted for the required education or training on a year for year basis. Must pass job related tests.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- existing departmental standards, hardware and software to accomplish assigned duties;
- structured programming;
- systems analysis techniques;
- current computer hardware capabilities and operations.

Ability to:

- learn to use county standard mini/microcomputer hardware and software, and related peripheral equipment;
- effectively function as a team member;
- independently analyze and solve problems and assist others in problem-solving;
- communicate effectively, both verbally and writing;
- establish and maintain effective working relationships with client departments, vendors, associates and subordinates;
- read, understand and apply technical manuals and procedures;
- work under pressure and meet deadlines; maintain required records and prepare necessary reports;
- train others in the use of computer software and hardware;
- exercise good judgment as to when to act independently and when to refer situations to higher authority.

SUPERVISION

Employees receive limited supervision from an administrative superior as assigned. Objectives, priorities and deadlines are established by the supervisor. Employees plan and carry out successive steps and resolve problems in accordance with instructions, policies and accepted practices.

WORKING CONDITIONS

The work is performed in the usual office environment. Employees are on-call during off duty hours and are required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: Pre-1980 as Programmer/Analyst II

Revised: September 1988

EEO Category: 2 – Professionals

Pay Grade: 239 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous