

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Programmer Analyst I **SALARY GRADE:** HU-12
DATE REVISED: December 01, 2014 **EEO CODE:** 05
JOB CODE: 2719 **FLSA STATUS:** Exempt
BARGAINING UNIT: N/A

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: The purpose of this position is to define systems, programs and job flow specifications and produces efficient programs and operations techniques to satisfy client requests. This position typically reports to the Manager or Associate/Assistant Director of the department.

SUPERVISORY ACCOUNTABILITY: Involves no responsibility or authority for the direction of others.

NATURE AND SCOPE: Internal contacts generally include administrators, faculty, students and staff. External contacts generally include vendors, consultants, visitors and the general public.

PRINCIPAL ACCOUNTABILITIES:

- Performs work independently under general guidance on complex and critical systems analysis and programming assignments.
- Provides technical and management support to project teams and assists in planning work for others to meet project deadlines.
- Performs technical tasks efficiently and effectively, providing a high quality product while meeting project objectives and deadlines under very general supervision.
- Provides necessary technical instruction for staff and clients on all aspects of assigned projects.
- Analyzes technical and functional application specifications for accuracy and completeness.
- Performs problem determination and analysis.
- Designs program logic to meet technical and functional specifications in accordance with prescribed standards.
- Establishes file requirements and processing routines required to automate the processing of data in accordance with specifications.
- Develops and maintains code for programs.
- Assists in preparing record and report layouts.
- Prepares test data and validates software for accuracy against specifications for quality assurance on unit testing level.

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Codes, updates and modifies existing programs and writes new programs from detailed specifications.

Documents systems and programs in accordance with established standards, policies and procedures.

Assists in the resolution of data integrity problems and/or system malfunction.

Performs other related duties as assigned.

CORE COMPETENCIES: Knowledge of the Oracle programming database.

Knowledge of the development and maintenance of Oracle applications and performing ad-hoc queries using SQL, Developer 2000 and MS Access.

Skill in both oral and written English to communicate in a clear and concise manner.

Ability to provide technical support at consistently high levels.

Ability to perform senior level programming tasks.

Ability to perform multiple, complex and varied high-workload tasks independently.

Ability to adhere to quality control and security standards.

Ability to maintain high customer satisfaction and strong student service orientation

Ability to establish and maintain effective and harmonious work relations with faculty, staff, residents, students and the general public.

MINIMUM REQUIREMENTS: Bachelor's degree in computer science or related field and 3-6 years of experience. 11 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

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SIGNATURES REQUIRED:

SIGNED BY: _____
Department Manager/Supervisor

DATE: _____

CERTIFIED BY: _____
Department of Compensation and Performance Management

DATE: _____