



**CITY OF LONG BEACH  
CLASSIFICATION SPECIFICATION**

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**TITLE: PROGRAMMER ANALYST I - VI**

**DEFINITION:** Under supervision, performs specialized technical work involved in the preparation of data processing programs and performs systems software and hardware analysis and design activities.

**REPORTS TO:** Varies

**DISTINGUISHING CHARACTERISTICS:**

- Grade Level I - Performs specialized technical work involved in the preparation of less difficult data processing programs, and learns systems analysis and design techniques.
- Grade Level II - Performs specialized technical work involved in the preparation of data processing programs of moderate difficulty and assists in systems analysis and design activities.
- Grade Level III - Performs specialized technical work involved in the preparation of an responsibility for data processing programs of a more difficult nature and performs basis systems analysis and design activities.
- Grade Level IV - Performs specialized technical work involved in the preparation of the most difficult data processing programs and performs major systems analysis and design activities.
- Grade Level V - Acts as a team leader or technical consultant and provides guidance and technical assistance to other team members.
- Grade Level VI - Acts as a project manager for a group of Programmer Analysts involved in the design, development, implementation, and maintenance of multiple data processing systems for a major functional/user area.

**EXAMPLES OF DUTIES:**

- Analyzes functional specifications to determine the design approach;
- Develops detailed specifications and program logic flow;
- Codes programs from specification;
- Tests and debugs programs;
- Updates and modifies existing programs from detailed specifications;
- Develops, maintains and updates systems procedures and documentation;
- Interfaces with functional/user personnel to define business system' requirements and to resolve problems in existing jobs;

PROGRAMMER ANALYST I-VI (continued)

- Develops project proposals;
- Develops internal programming techniques and standards;
- Evaluates hardware, software or operating systems to determine their usefulness and applicability to the operation;
- May plan and schedule new systems projects with user and/or management personnel;
- May train user personnel in new or modified systems;
- May assist in the development of the Information Services Bureau's budget and user charges;
- May select, train, evaluate and discipline assigned subordinates;
- Performs other related duties as required.

**MINIMUM REQUIREMENTS:**

Education equivalent to graduation from a four-year college or university with major course work in computer science, business administration, mathematics, or a closely related field, and a minimum of one year of recent experience in systems design and/or programming in an installation utilizing medium to large IBM computers within a data base/data communications environment.

OR

Education equivalent to a two-year degree in computer science, business administration, mathematics or closely-related field, and a minimum of one year of experience as a Programmer or a Systems Analyst.

Additional related experience may be substituted for the education on a year-for-year basis.

Additional specific requirements are necessary for each position within the classification and may include one or all of the following areas.

1. COBOL programming experience.
2. JCL for IBM mainframe computer and operating systems.
3. Design/programming and testing of on-line data base/data communications systems using IMS or CICS or relational data base system.
4. Supervision of maintenance and/or development of automated systems.
5. Specific applications' experience in automated systems in a governmental environment.
6. Design, programming and maintenance of business applications in a personal computer, mini-computer, workstation, Local Area Network, or mainframe environment.

Ability to pass a security investigation.

PROGRAMMER ANALYST I-VI (continued)

**HISTORY:**

Established 12/07/73, Grade Level V added 07/15/80, Grade Level VI added 06/26/82, revised 07/01/91.

Approval/Adoption Dates: 10/11/91 - Human Resources Department  
10/30/91 - Civil Service Commission