

Title: Applications Analyst/Programmer IV	Effective Date: October 18, 2010	Grade: XIV	Job Category: Professional
Prior Title: Applications Systems Analyst II	Prior Effective Date: August 24, 2007	Grade: XIV	Page: 1 of 2

CHARACTERISTICS OF WORK

Under general direction, this position, when performing the duties of Mainframe Application Systems Analyst, is responsible for assisting in the determination of larger fairly complex system requirements and for designing systems and/or performing system modifications OR, when performing the duties of CADD Systems Analyst, is responsible for assisting in the design and implementation of fairly complex applications or engineering programs for computer aided design and drafting (CADD) systems and the coordination of work and data between the mainframe and CADD systems.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

APPLICABLE TO MAINFRAME ANALYST:

- Maintain current knowledge of programming languages.
- Review user's current system and proposed system or modification/enhancement and determine feasibility/alternatives.
- Identify and relate information flow including manual task.
- Develop program description including flowcharts, data formats, and reload/recovery procedures.
- Establish controls, edit, and interface with other systems.
- Lead programming team, perform advanced programming, and do system testing prior to placing system into production.
- Develop system and user documentation according to standards.
- Provide/maintain accurate operating instructions for production.
- Coordinate testing, program walk-through, and team meetings.

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APPLICABLE TO CADD SYSTEMS ANALYST:

- Identify and analyze requirements for new or modified system software.
- Customize software to fit installation needs and performance.
- Implement system software.
- Respond to system failures of software problems by analyzing problems and applying corrective action.
- Answer technical questions regarding problems, performance, and procedures for users and internal personnel.
- Train and assist the CADD operators in the use of vendor supplied software and hardware.
- Coordinate workflow between tile mainframe and CADD System.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in computer science or related field plus a minimum of four years programming experience in functional area. Knowledge of the capabilities and limitations for current system hardware and software plus working knowledge of major application systems. Ability to develop management and engineering systems according to needs. Knowledge of structured programming methods, concepts, and standards. Knowledge of JCL, COBOL, and/or C, and/or applicable language. Ability to reduce large complex systems into the component parts for development.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

