



# Pima County Consolidated Justice Court

## Job Description

<b>Job Title:</b>	<b>Programmer Analyst, Sr.</b>
<b>Class Code:</b>	5696
<b>Class Title:</b>	Technical Level 2
<b>FLSA:</b>	Exempt
<b>Court Status:</b>	Court Classified
<b>Salary Range:</b>	\$57, 678 - \$72, 093 annually
<b>Minimum Qualifications:</b>	
An Bachelor's Degree in Computer Science or a related field from an accredited college and four years of programming experience; OR any combination of education and/or experience as approved by Human Resources.	
<b>Licenses and Certificates:</b>	
None required, but preference given to applicants with specialized certification or licensure relative to the area of assignment.	
<b>Summary:</b>	
Analyzes, designs, tests, and maintains specific application systems used in the Pima County Consolidated Justice Court (PCCJC). The incumbent is responsible for the planning, maintenance and development of PCCJC programs and processes. The Sr. Programmer Analyst position can be distinguished from the Programmer Analyst position, by the complexity of assigned work, more analysis-based programming and less supervision received. This is a court classified position that reports directly to the Information Technology Manager.	
<b>Essential Duties:</b>	
<ul style="list-style-type: none"> <li>• Champion the values of the court through example and accountabilities;</li> <li>• Serve as a lead developer to Information Technology staff for complex or unique projects;</li> <li>• Meet with end users to determine specific requirements for computer programs and systems;</li> <li>• Design technology solutions using flow diagrams, process charts, pseudo coding, and other tools;</li> <li>• Design, Code, test, modify and maintain programs in various languages/Databases including .Net, Visual Basic, Active Server Pages, HTML/XML , Microsoft SQL server, PHP;</li> <li>• Establish and maintain appropriate system/programming security measures;</li> <li>• Establish and maintain best practices, documentation standards, programming practices and procedures;</li> <li>• Identify, document, and resolve program conflicts with other systems and programs;</li> <li>• Provides training on new software;</li> </ul>	
<b>Additional Duties:</b>	
<ul style="list-style-type: none"> <li>• Must sit on various Pima County IT committees and subcommittees;</li> <li>• Web site maintenance and updates, database maintenance updates, some network and infrastructure maintenance;</li> </ul>	

- Backs up other information technology staff as needed;
- Complete duties, special assignments and projects as assigned.

**Knowledge of:**

- Principles and techniques of applications programming and systems analysis;
- Project planning and the traditional Software Development Life Cycle (SDLC);
- Operating principles, capabilities and limitations of information processing systems, modules subroutines;
- Must be familiar with principles and techniques for the adaptation of office procedures to information processing systems;
- Must be familiar with techniques of database design and management;
- Must be familiar with principles and techniques for the development and maintenance, security and privacy measures;
- Must possess effective training and communication techniques;
- Must be able to analyze application programs and system operations and organize their components in logical order.

**Skill in:**

- Communicating effectively both orally and in writing;
- Must be familiar with ODBC and SQL commands;
- Must be familiar with Microsoft SQL Server, Visual Basic .NET, Active Server Pages, HTML/XML , MySQL, PHP;
- Must be able to identifying, analyze and resolve programming problems applicable to information processing systems;
- Must possess research skills including the design, analysis and documentation of results;
- Must possess organization skills.

**Special Notice Items:**

All positions require satisfactory completion of a background investigation by law enforcement agencies, due to need for access to law enforcement, corrections, detention and courts facilities or associated confidential or sensitive information, documents, communications systems and like materials.

**Physical/Sensory Items:**

Work is generally performed indoors in an office setting and often requires extended hours of sitting. This position requires minimal lifting of up to 50 pounds. Work hours occasionally are required before or after standard court hours or on weekends.

<b>Job Title:</b>	Programmer Analyst, Sr.			
<b>Revised:</b>	7/22/08			
<b>Approved by:</b>				
	Hiring Authority:		<b>Date:</b>	
	Deputy Court Administrator:			
	Human Resources Manager:			

