



WORKING TITLE: PROGRAMMER/ANALYST	CLASSIFICATION: PROGRAMMER/ANALYST
DEPARTMENT: INFORMATION TECHNOLOGY	DIVISION: INFORMATION TECHNOLOGY
PAY RANGE: OPEU 24	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: October 2024

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

This role is primarily responsible for reviewing existing software and making improvements or changes as necessary in support of business requirements. Performs technical work in designing, developing, testing, debugging, analyzing, and maintaining new or existing system software. Confers with County departments during software design, development, and end user acceptance testing.

SUPERVISION RECEIVED:

This position reports to the Information Technology Manager.

SUPERVISION EXERCISED:

Supervision is not a responsibility of the position.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Analyzes processes and procedures to determine an effective approach to programming and/or recommendation of systems development. Tasks are generally divided to approximately 50% analysis and 50% programming.
- Applies principles and best practices of Information Systems design methodologies.
- Prototypes the application and associated business processes.
- Manage, maintain, and document project and help desk tickets and software program changes/additions/deletions.
- Recommend, schedule, and perform approved software improvements, patches, and upgrades.
- Acts as liaison with user departments and assists in the definition, development, and documentation of software’s business requirements, objectives, deliverables, testing requirements, and specifications on a project-by-project basis in collaboration with internal users and departments.
- Collaborate with other programmers or team members as needed for analyzing, conceptualizing, developing, testing, and assessing new or existing business systems and procedures.
- Creates opportunities to partner with and add value to individual departments as they accomplish their missions.
- Facilitates data and data management between systems or applications. .
- Performs other related work as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- Computer capabilities/resources and programming techniques.
- Principles and techniques of system design methods.

SKILL IN:

- Communicating, both orally and in writing.
- Working with client/server and networked systems design, development, and acquisition.

ABILITY TO:

- Analyze procedural operations and to organize their component parts into a logical system.
- Analyze and integrate external systems and procedures.
- Write machine instructions in programming languages currently used by Yamhill County.
- Establish and maintain effective working relationships with co-workers, supervisors, and user departments.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Three to ten years' experience in developing and maintaining computer application programs and/or three to ten years' experience in appropriate computer languages and successful completion of related training; or any satisfactory combination of experience and education which ensures ability to perform the work required.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a county vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Will be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle, or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public in office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related

Yamhill County IT Programmer/Analyst

instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.