

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Enterprise Programmer/Analyst  
Code: 17512  
Salary Grade: 60  
FLSA Status: Exempt  
Department/Division: Office of Information Technology, Infrastructure Services  
Reports To: Assistant Director, Application Development and Support

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## *Summary*

- **Function:** Under close supervision the person is responsible for development and maintenance of new and existing software systems to support achieving university business requirements

## *Duties*

- **Typical:**
  1. Consults with systems programmers, supervisors and end users to develop business requirements and write systems specifications to meet business needs. Defines needs and provides appropriate solution to customer satisfaction with smooth integration with existing systems.
  2. Scope document, appropriate to the project, is completed prior to programming
  3. Writes program specification
  4. Convert designs and specification into functional application
  5. Has a working knowledge of data management, data modeling, experience with PL/SQL or MSSQL, and general reporting methodologies
  6. Prepares and executes integrated test plans using efficient testing methods. Involves users in the testing, consults with users to prototype, refine, test and debug programs to meet needs; installs and test programs at clients sites; monitors performance of programs after implementation
  7. Writes and maintains documentation of changes to computer programs and specification; modifies and maintains software programs written by other; is familiar with OOP solutions develops and maintains plans outlining steps and time tables for developing programs
  8. Design and code layout for users interfaces, reports, and interfaces with other systems
  9. Reviews user and technical documentation written by others to confirm consistency by programs operations
  10. Provide technical assistance by responding to inquiries regarding errors, problems, or questions with programs

<p>11. Researchers new technology and applies it to project with no or minimum production issues</p> <p>12. Researches and evaluates software and hardware to assist in programming or to use as program platforms</p> <ul style="list-style-type: none"> <li>• <u>Periodic:</u> <ol style="list-style-type: none"> <li>1. Provide On-Call Support</li> <li>2. Other duties as assigned</li> </ol> </li> </ul>
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***Education***

<b>Required</b>	<b>Preferred</b>
Associate's degree within area of assigned responsibility.	N/A
Technical training and/or experience may be substituted for a degree on a year for year basis.	

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Good communication, teamwork, testing and documentation skills.	N/A

***Experience***

<b>Required</b>	<b>Preferred</b>
2 or more years of experience in enterprise application development, analysis, systems design, and programming using OOP techniques and full project lifecycle.	N/A
2 years of experience developing stored procedures, functions and packages using MS SQL 2005+.and/or Oracle PL/SQL.	
2 years' experience developing using .net, c#, or other scripting languages	
Experience developing ETL processes and reports.	

***Equipment***

<b>Required</b>	<b>Possible</b>
Personal computer and standard office equipment.	N/A

***Working Conditions***

Usual	Special
Work performed in an office environment with occasional work in a data processing environment. The noise level in the work environment is usually moderate.	The employee is occasionally required to stand or walk with or without reasonable accommodations.
While performing the duties of this job, the employee is regularly required to sit and talk or hear with or without reasonable accommodations.	The employee must occasionally lift and move up to 40 pounds with or without reasonable accommodations.

***Supervision***

Received	Given
Direct supervision received from Senior Enterprise System Programmer, Manager, or Assistant Director.	None.

***Accuracy***

Proficiency in all phases of the duties performed.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
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***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
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