

The University of Texas at San Antonio

Job Description

Job Title: Programmer Analyst II
Code: 19326
Salary Grade: 57
FLSA Status: Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with departmental policies

Summary

- **Function:** To provide advanced skills in programming using applicable software to process internal and external data requests.
- **Scope:** Performs complex programming analysis utilizing programming languages and platforms varying across assignments.

Duties

- **Typical:**
 1. Performs programming and analysis of data.
 2. Maintains data repository and databases.
 3. Analyzes problems as defined by the supervisor and expands definition suitable to programmer's requirements.
 4. Designs and tests files.
 5. Performs complex programming and debugging.
 6. Develops efficient, fast programming techniques.
 7. Performs documentation.
 8. Implements system and job streams.
 9. Assists in equipment selections and evaluation studies.
 10. Performs additional duties as assigned.
- **Periodic:**
 1. Evaluates and modifies existing programs.

Education

Required	Preferred
Associate's Degree from an accredited institution.	Bachelor's Degree from an accredited institution in Computer Science or Information Systems.

Other Requirements

Required	Preferred
Excellent verbal and written communication skills and the ability to interact with diverse groups of individuals.	N/A
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years of experience in programming or analysis on relevant platforms.	Three or more years of experience in programming, analysis, and data manipulation.

Equipment

Required	Preferred
Good knowledge of capabilities of desktop and medium size computer systems.	Specific programs for assignment.
Personal computer and standard office equipment.	

Working Conditions

Usual	Special
Conditions associated with data processing in an office environment.	May require working long periods of time.
Duties require sitting at computer console and using a mouse and keyboard for extended periods of time.	May require occasional lifting.

Supervision

Received	Given
Close supervision by higher classified programmer analyst and/or a member of the supervisory staff. Has considerable latitude for creative, original thinking.	May occasionally supervise and instruct assigned assistants and subordinates.

Accuracy

Exacting accuracy is required in all duties.
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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.

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.