

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Applications Systems Analyst/Programmer - Associate		Class Code: 001BC4
	FLSA Status: Exempt	Salary Schedule: RDS	Effective Date: 3-18-13
	Summary: Incumbent works in an agency information technology division under immediate supervision performing application systems analysis and programming duties and typically reports to the Application Systems Analyst and Programmer Supervisor or higher-level staff.		

Duties:

- Assists in research, fact-finding and analyzing user needs and problems required to develop and maintain information systems;
- With guidance, confers with user community to define information processing requirements;
- Assists in preparing project feasibility studies;
- Assists in preparing user requirements, functional design, physical design and other relevant system design components;
- Assists in analysis to develop project cost and time estimates;
- Assists in preparing detailed specifications from which application software will be written;
- Designs, codes and debugs new application software programs and/or makes enhancements to existing application software programs of all levels;
- Tests and debugs new and existing application software;
- Executes task conforming to shop techniques, standards, policies and procedures;
- May use case tools and/or application development software tools;
- Provides complete documentation for new or modified information systems and/or application software programs;
- Monitors completed application software systems to ensure proper execution and performance;
- Mentors and provides guidance to new staff;
- Performs related duties as required.

Job Requirements:

- Basic knowledge of new systems design techniques;
- Working knowledge of information systems design principles;
- Considerable knowledge of application development software languages;
- Considerable knowledge of policies, standards, procedures, and techniques used for application development;
- Considerable knowledge of application software tools;
- Considerable knowledge of information technology equipment, operation, and capabilities;
- Limited knowledge of the most recent advancement of information technology equipment, operation, capabilities;
- Ability to perform problem solving and analytical logic;
- Effectively communicate both orally and in writing.

Difficulty of Work:

Incumbent follows general guidelines under the direct supervision of a manager or higher-level staff. Guidelines are complex in nature and may require some judgment in making adaptations to fit the conditions of the work. Work is broad in scope and requires consideration of conflicting variables.

Responsibility:

Incumbent works under immediate supervision of higher-level staff and receives general instructions for work in support of agency information technology requirements. Work is reviewed for soundness of judgment, technical accuracy, and compliance with division and agency policy.

Personal Work Relationships:

Incumbent works closely with higher-level staff, supervisor or application system manager to satisfactorily deliver application software systems. Incumbent works with other application analysts, application developers, other technical staff and agency personnel to define information system needs.