

**City of Detroit
Human Resources Department**

Class Code: 04-17-32
EEO Code: 3

Issued: 10/24/2003
Replaces: 09/03/1991

TITLE: SENIOR DATA PROCESSING PROGRAMMER ANALYST

SUMMARY: Under general supervision, designs, documents, programs, tests, evaluates, implements and modifies difficult and complex information technology systems and programs. Supervises technical and/or clerical employees as assigned.

MAJOR JOB DUTIES:

1. Conducts complex feasibility studies on requests for information technology services.
2. Develops detailed proposals for computer systems.
3. Interviews users to determine information requirements, identifies necessary elements of systems to be designed, and prepares or reviews technical and non-technical specifications for system design.
4. Devises procedures to obtain, organize and utilize system information.
5. Recommends modifications in proposed or existing procedures to better utilize available hardware and software.
6. Presents proposed designs to management.
7. Prepares flow-charts, data flow diagrams, layouts and other graphic systems documentation.
8. Designs or modifies documents and forms to be used in systems.
9. Develops coding systems and formats.
10. Writes code in standard or specialized programming languages.
11. Writes and updates program documentation.
12. Prepares and conducts systems tests.
13. Modifies program code, in accordance with system changes or for adaptation to hardware/software upgrades or changes.
14. Ensures compliance with hardware and software security standards.
15. Assists in training of user personnel on new equipment or applications.
16. Participates in post-implementation system evaluation.
17. Tests, analyzes and revises programs and/or data.
18. As the assigned leader of a project team, directs, reviews and coordinates the activities of other team members.
19. Consults with superiors, other programmer analysts, consultants and user representatives on problems relating to program and system development.
20. Prepares special reports and studies as required.

QUALIFICATIONS:

Bachelor's degree with specialization in a field related to information technology, such as computer science, management information systems, systems programming, or other related specialty.

Three years of system development and data processing programming languages experience.

KNOWLEDGE OF:

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- Principles and methods of computer systems design and programming.
- Standard and/or specialized programming languages.

- System life cycle process.
- Information technology functions and services.
- Application development tools.

SKILL IN:

- Analyzing, developing and evaluating office, business, scientific and graphical information systems.

ABILITY TO:

- Plan, lead, coordinate and control complex computer system projects.
- Write technical and non-technical specifications.
- Effectively interact with departmental personnel and others.

DISTINGUISHING CHARACTERISTICS: None.

The above statements describe the general nature and level of work performed by employees assigned to the class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Specific job duties may vary from position to position.

NOTES: The duties and responsibilities of the classes of Senior Data processing Programmer and Senior Computer Systems Analyst consolidated 8/27/1979.