



DUTY STATEMENT	
Classification: Associate Programmer Analyst (Spec) Part-Time	Position Number: 180-1579-001
Division/Office/Section: AFITS/Information Technology Services/Software Development & Architecture	
Location: Sacramento	Effective Date:
Employee's Name:	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supervisor's Name:	
Collective Bargaining Identifier (CBID): R 01	

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

POSITION DESCRIPTION:

Under the general supervision of the Senior Programmer Analyst (Sup), the incumbent will work independently and/or participate with other staff in the implementation, testing, deployment, maintenance, and documentation of custom application software and databases following the standards and practices set forth by the Department's information technology management staff. Depending on the nature of the project, the incumbent may receive direction from Department information technology staff supervisors other than their primary supervisor, and/or from staff acting in the capacity of IT project manager. The incumbent will utilize common office productivity applications and specialized software developer tools as part of their primary job function. The incumbent will frequently be required to communicate technical ideas and concepts effectively verbally and in writing. The incumbent will occasionally provide or participate in providing brief presentations on technical topics to IT staff.

ESSENTIAL FUNCTIONS

45% Application Design and Development

Under the general direction of a project manager, the incumbent will participate with other staff in the design, implementation, testing, and deployment, of custom application software and databases. Software development may include design and coding of complex pages, code debugging, code refactoring, integration of exiting code bases, and testing of completed pages for functionality and adherence to business requirements. Database development includes working with the project manager and database administrator to develop and refine database designs and integrate databases into the department's overall data management structure.

30% Application Maintenance

The incumbent will perform maintenance activities on existing systems, including troubleshooting, analysis, debugging, coding, testing, user assistance/training, etc.

15% Application Documentation

At the direction of a project manager, the incumbent will develop documentation including data flow diagrams, entity relationship diagrams (ERD), user interface mockups, test plans, and user help, as well as keep the SharePoint project site up to date.

MARGINAL FUNCTIONS

5% Miscellaneous IT Projects

As assigned, participate in other information technology projects undertaken by the unit.

5% General IT User Support

Provide basic technical assistance to program staff on web-related issues, CalRecycle-managed software applications, office productivity software, and hardware. Other related duties as required.