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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Technical

**Class Series:** Data Processing

**Grid:** MB21

**Class Title:** Programmer/Systems Analyst I

### **I. Level Definition**

Under close supervision, positions at this level maintain existing computer applications by making modifications to applications programs and control language programs.

### **II. Typical Duties**

1. Modifies existing applications programs by reviewing specifications, coding program changes and making adjustments to the job control language programs; tests and debugs programs; operates on-line terminal, remote job entry consoles and/or peripheral equipment as required.
2. Gathers information from user departments, designs forms and prepares flow charts according to specific guidelines.
3. Performs other related duties as assigned.

### **III. Qualifications**

#### **(1) Education, Training and Experience**

Grade 12, graduation from a recognized degree or diploma program in computer programming or an equivalent combination of education, training and experience.

#### **(2) Skills and Abilities**

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.