
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Technical

Class Series: Data Processing

Grid: MB43

Class Title: Programmer/Systems Analyst IV

I. Level Definition

Positions at this level supervise Programmer Analysts and other designated staff and develop and maintain complex electronic data processing system applications such as integrated systems, which impact several functional areas within a facility, and operating systems programming.

II. Typical Duties

1. Supervises Programmer Analysts and other designated staff by performing duties such as scheduling and coordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
2. Conducts feasibility studies for computerization by determining user department requirements, examining and identifying problems with existing systems and recommending modifications to and/or new systems; provides details of estimated implementation costs including associated staffing requirements.
3. Develops specifications for complex systems applications such as integrated systems which impact several functional areas within a facility by:
 - a) gathering detailed information from user departments;
 - b) developing and documenting systems and procedures by designing forms, preparing flow charts and detailing hardware and software specifications;
 - c) prepares detailed implementation plans.
4. Maintains operating systems programming by analyzing current programs and recommending program adjustments and/or new programs to improve operating activities; develops instructional material for programmer analysts and operations staff regarding modifications to systems programming.
5. Monitors implementation of new and revised applications; co-ordinates program testing and takes action to correct any faults.
6. Codes new programs and changes to existing programs from specifications; tests, modifies and maintains programs; operates on-line terminals, remote job entry consoles and/or peripheral equipment as required.
7. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Graduation from a recognized degree or diploma program in Computer Science, four years' recent related experience, 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 write programs in a variety of programming languages.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.