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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Technical

**Class Series:** Data Processing

**Grid:** MB25

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

### **I. Level Definition**

Positions at this level develop and maintain electronic data processing system applications by conducting systems analyses and/or writing computer programs.

### **II. Typical Duties**

1. 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.
2. Develops specifications for new and revised systems 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; and
  - c) preparing detailed implementation plans.
3. Monitors implementation of new and revised applications; co-ordinates program testing and takes action to correct any faults.
4. 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.
5. Under close supervision, develops and maintains complex computerized systems and programs such as integrated systems, which impact several functional areas within a facility, and operating systems programming.
6. Performs other related duties as assigned.

### **III. Qualifications**

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

Graduation from a recognized degree or diploma program in Computer Science, two 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 organize work.
- (v) Ability to operate related equipment.