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 <u>and</u> 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

- 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.

Awarded January 9, 1987 10513