

**City of Dallas**  
**Classification Specification**

<b>Title:</b>	<b>Programmer Analyst I</b>	<b>Class Code:</b>	<b>36524</b>
<b>Application:</b>	<b>Career Series</b>	<b>Pay Grade:</b>	<b>I</b>
<b>Supplemental/Code:</b>	<b>Professional/2</b>	<b>Established:</b>	<b>10/01/94</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>Revised:</b>	<b>10/01/2011</b>

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**Position Purpose:**

Write, test, and debug programs, and maintain mainframe or computer systems in order to improve the availability, usability, reliability, and productivity of the system.

**Essential Functions:**

1. Plans, codes, tests, and debugs application-specific software programs running on a mainframe or computer to develop and maintain computer systems capable of addressing business needs.
2. Makes modifications or updates to existing mainframe or computer software to improve service delivery and customize applications according to departmental needs.
3. Drafts job control language, change notices to users, and system/program documentation to place new or modified programs in production.
4. Programs and runs ad-hoc reports as requested by users.
5. Prepares cost analysis of maintenance or enhancement of existing programs.
6. Responds to and resolves mainframe computer problems experienced by systems analysts in departments.
7. Makes periodic backup tapes of mainframe data and programs to protect against disaster losses.
8. Conducts routine maintenance on users' data files to maintain availability and quality of databases.
9. Regular, reliable and punctual attendance is an essential function of the job.

**Knowledge, Skills and Abilities Required to Perform Work:**

Knowledge of mainframe or microcomputer systems, both hardware and software applications.

Knowledge of one or more programming languages.

Logical and analytical ability to resolve problems with existing hardware and software and design new or modify old software to address changing needs.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate in writing and verbally at a professional level.

**Working Conditions and Hazards:**

Work performed under normal office conditions.

Exposed to prolonged viewing of a computer monitor and use of a keyboard.

May be on call for technical problems with assigned programs.

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The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.