

CCC FINANCIALS PROGRAMMER/ANALYST 1

Job Code	Pay Grade
18824	150

Nature of Work

This is an advanced, complex professional and technical position with responsibility in the Office of the Clerk of the Circuit Court. The position is responsible for assuring and providing successful technical development, design, implementation and support of Financials e-Business software and peripherals, including Accounts Payable, Accounts Receivable, General Ledger, Fixed Assets, and Purchasing. An employee in this class is responsible for providing highest level technical support in functional and operational areas of Clerk's Financials. Duties include all aspects of system development and support, testing, implementation, product consulting and testing and post implementation review and support. Work is performed under general supervision and requires a high level of independent judgment and technical expertise. Work is reviewed through observation of results obtained, conferences and reports.

Minimum Qualification Requirements

- 6 years of directly related experience in Information Technology, Management Information Systems, Computer Science or an occupation evidencing competency in computer programming in related business processes; or
- Associate's Degree with major course work in Management Information Systems plus 4 years experience in relational database software in business analysis that included competency in computer program design and analysis; or
- Bachelor's Degree directly related to Information Technology programming directly related to program design and business processes plus 2 years directly related experience; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special emergency, and/or disaster situations.
- Hiring Department may require demonstrated experience in any of the following:
 - 1} Mainframe-centric system programming and development tools and practices -- e.g., ORACLE, PL/SQL, CICS/BMS, VSAM, MVS, TSO/ISPF, JCL, EZ+, INTERTEST, MICROFOCUS, SYNCSORT, RDBMS's,
 - 2} Client-server/web-based system development tools and practices -- e.g. Oracle Forms/Reports/Designer, C++, Visual Basic, XML, Visual Interdev, ASP, Net, Websphere, Java, CDPD or other WirelessTechnology, Access/SQL/Oracle RDBMS
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Writes computer programs according to pre-approved specifications.
- Makes modifications to existing programs; maintains existing programs.
- Makes approved programming changes; program detailed processing logic.
- Performs unit tests on completed programs.
- Documents coding changes and modifications to programs.
- Writes operator instructions for programs completed.
- May supervise, coordinate, evaluate, and oversee the daily work of subordinate staff.
- Plans work solutions by interfacing personal computers, LANs, and departmental systems through local and enterprise wide communications.

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Illustrative Tasks (continued)

- Conducts and oversees solution testing and evaluation of new versions of hardware and software products.
- Provides written recommendations regarding capability, comparability or constraints of software and/or hardware usage.
- Develops and supervises plans for system installations and their relocation during departmental moves.
- Responds to calls for assistance with software/hardware problems by assigning and prioritizing staff's daily workload.
- Assists in the review and prioritization process of change requests and new development projects.
- Evaluates and makes recommendations on new and existing end-user tools and products.
- Provides management with timely reporting related to various financial activities.
- Represents the Clerk on a variety of technical committees and sub-committees.
- Researches, recommends and prepares software/hardware configurations.
- Assists management in short and long range planning for necessary software, hardware, and telecommunications support services.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of operating characteristics, capabilities, limitations and the application of LANs, Wide Area Networks (WAN), personal computers and their operating systems.
- Knowledge of analysis and research techniques, methods and procedures.
- Knowledge of software/hardware troubleshooting procedures.
- Knowledge and ability dealing with financial applications including: Accounts Receivable, Accounts Payable, General Ledger, Fixed Assets, Internet Expenses and Purchasing.
- Knowledge in design and development of interfaces.
- Skill in communication, both verbal and written.
- Ability to conduct tests, analyze test results, detect hardware and software errors and take proper corrective steps.
- Ability to organize and conduct meetings on technical subjects with non-technical users.
- Ability to document code, technical specifications, installation documents and contribute toward the creation of technical solutions and application code.
- Ability to perform functional analysis, design specifications utilizing current systems, and methodologies and tools.
- Ability to understand financial reporting requirements and to build or modify reports using current systems, methodology and tools.
- Ability to work under pressure and meet deadlines.

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Created	EEOC Code	Overtime Code
8/08	Technicians	Exempt