

# MANAGEMENT INFORMATION SPECIALIST (PROGRAMMER/ANALYST)

## DEFINITION

Under direction, to analyze system requirements and code and/or install computer programs of a moderately complex nature; to maintain existing computer programs making changes as required by clients; and to do related work as required.

## EXAMPLES OF DUTIES

Analyzes systems requirements; prepares complete documentation for design and implementation phases of computer systems; codes computer programs of a moderately complex nature - may code in a variety of languages; may work in a variety of computer environments or platforms; responsible for logical tests of programs and string tests of systems, maintains existing operational computer systems; completes a standard documentation set for clients and operations including user manuals, flow charts, narration, data entry and backup procedures; maintains contact with clients and may be involved with training clients on specific software.

Applications will be written on microcomputer workstations and will either remain on microcomputers or will be uploaded to the mainframe. Languages used will be compatible to both environments - COBOL, CICS, IDEAL and SQL, as well as such microcomputer software as FoxPro, Visual Basic and C++.

## EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to a bachelor's degree in computer science, mathematics, business administration, public administration or a related field and one year of computer programming experience in a mainframe or microcomputer environment. Programming experience using VM/SP, VSE/SP, VM/ESA, or VSE/ESA on the mainframe and/or DOS and Windows on microcomputers is highly desirable. DBMS experience in either environment is preferred as is Visual Basic or coding C++ experience.

Knowledges and Abilities: Knowledge of the principles and techniques of computer programming in either mainframe or microcomputer platforms or both; knowledge of a variety of program languages; knowledge of computer applications and machine usage and capabilities; knowledge of table and file designs, access methods, storage media, input/output techniques in one or both platforms; ability to assist in the diagnoses of execution failures and other software/hardware problems in both the mainframe and microcomputer environments; ability to communicate effectively, orally and in writing, with representatives of a variety of client departments; ability to work effectively with team members and project leaders.