

SENIOR PROGRAMMER ANALYST & PROGRAMMER ANALYST

This selection process will result in the creation of two eligible lists, one for the position of **Senior Programmer Analyst (PR H11)**, and one for the position of **Programmer Analyst (PR H10)**. These eligible lists will be used to fill existing vacancies. The lists resulting from this examination may be used to fill similar City of Milwaukee positions.

PURPOSE: Under the direction of the Application Development Supervisor, the Senior Programmer Analyst and Programmer Analyst perform computer software development, analysis, and design, including writing, testing, documenting, and implementing computer software for both existing and new systems, consistent with the Milwaukee Public Schools (MPS) Technology Strategic Plan. The Senior Programmer Analyst and Programmer Analyst play key roles in supporting a wide range of applications for schools, teachers, special education programs, students, parents, administration (including human resources and financial services), school nutrition, media centers, and facilities and maintenance.

<p>ESSENTIAL FUNCTIONS FOR SENIOR PROGRAMMER ANALYST:</p> <ul style="list-style-type: none"> ♦ Working closely with project leaders and end-users, performs detailed analysis and design of new and existing systems. Reviews project requests to ascertain exact user requirements. Designs, writes, tests, documents, and implements computer software in accordance with the division's project management methodology and quality assurance standards. ♦ Under the direction of the project leader, meets with user department personnel to assist with decision-making, problem resolution, and training. ♦ Assumes project leader function as directed. ♦ Reviews the work of entry-level programmers to determine if deliverables are efficient and meet the quality assurance standards dictated by the division's policies and standards. Trains lower-level programmers in understanding development methodologies and programming techniques and assists in problem-solving. 	<p>ESSENTIAL FUNCTIONS FOR PROGRAMMER ANALYST:</p> <ul style="list-style-type: none"> ♦ Writes, tests, documents, and implements computer software for both existing and new systems. Determines the appropriate computer languages and tools to use. Participates in systems and computer software design work under the direction of more senior programmers and analysts. Analyzes business and design requirements. ♦ Actively participates on application development teams, taking direction from project leaders and more experienced programmers and analysts. <p>ESSENTIAL FUNCTIONS FOR BOTH POSITIONS:</p> <ul style="list-style-type: none"> ♦ Builds relationships with end-users to understand their applications and needs. ♦ Maintains familiarity with existing application languages ♦ Keeps abreast of current and emerging hardware and software technologies. ♦ Participates in professional training activities. ♦ Performs other duties as assigned.
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Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

<p>MINIMUM REQUIREMENTS FOR SENIOR PROGRAMMER ANALYST:</p> <ul style="list-style-type: none"> ♦ Bachelor's Degree in computer science, information systems, software engineering, or a related field from an accredited college or university AND four years of experience in programming and analysis performing duties related to this position. 	<p>MINIMUM REQUIREMENTS FOR PROGRAMMER ANALYST:</p> <ul style="list-style-type: none"> ♦ Bachelor's Degree in computer science, information systems, software engineering, or a related field from an accredited college or university, OR Associate's Degree in information technology or a related field from an accredited college or university AND two years of programming experience.
<p><i>Equivalent combinations of education and experience may also be considered for both levels.</i></p>	
<p>MINIMUM REQUIREMENTS FOR BOTH POSITIONS:</p> <ul style="list-style-type: none"> ♦ Residency in the City of Milwaukee within six months of appointment and throughout employment. 	

<p>DESIRABLE QUALIFICATIONS FOR SENIOR PROGRAMMER ANALYST:</p> <ul style="list-style-type: none"> ♦ Experience using data warehouses for reporting and data analysis, AND/OR ♦ Experience with PeopleSoft 8.9 (or higher) Human Capital Management (HCM) development, AND/OR ♦ Experience using SAP Business Objects and Crystal Reports for report writing and other functions. 	<p>DESIRABLE QUALIFICATIONS FOR PROGRAMMER ANALYST:</p> <ul style="list-style-type: none"> ♦ Experience with geographic information systems (GIS) development. <p>DESIRABLE QUALIFICATIONS FOR BOTH POSITIONS:</p> <ul style="list-style-type: none"> ♦ Experience with relational databases. ♦ Skill in using SQL (Structured Query Language). ♦ Skill in using the .NET software framework. ♦ Experience with object-oriented programming.
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Sr. Programmer Analyst & Programmer Analyst (MPS)

IMPORTANT NOTE: *College transcripts are required and must be received within three business days after the application period closes. College transcripts may be attached to the application, sent to staffinginfo@milwaukee.gov, or sent to Box MPS-PA, Department of Employee Relations, City of Milwaukee, 200 E Wells St, Room 706, Milwaukee, WI 53202. Student copies are acceptable. Only applications with transcripts will be considered; applications without transcripts will be rejected.*

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- ♦ General knowledge of computer systems and infrastructure.
- ♦ In-depth knowledge of computer programming languages, software development tools, and application development methodologies.
- ♦ Ability to design, write, test, maintain, and debug computer program source code.
- ♦ Knowledge of mathematical concepts.
- ♦ Ability to read and interpret detailed technical documents, charts, and diagrams.
- ♦ Ability to assess customer needs, provide technical support to end-users, and troubleshoot software issues.
- ♦ Ability to learn emerging technologies (such as mobile tools) quickly, research new solutions, and apply strategic thinking to decisions about future development.
- ♦ Ability to build and maintain effective relationships with a diverse, cross-functional staff, end-users, and vendors.
- ♦ Ability to work as a member of a synergistic team as well as to work independently.
- ♦ Analytical and problem-solving skills as well as the ability to make sound decisions.
- ♦ Oral communication skills.
- ♦ Written communication skills, particularly the ability to produce technical specifications, operational documentation, job aids, and reports.
- ♦ Proficiency with word processing, spreadsheet, and database software as well as proprietary software and Web based applications.
- ♦ Ability to plan, organize, prioritize and complete work within deadlines.
- ♦ Ability to maintain confidentiality, safeguard MPS resources, exercise fiscal responsibility, and perform all duties with the highest degree of professionalism.
- ♦ Ability to handle the stress of working in a fast-paced, lean information technology environment.

Senior Programmer Analyst *(additional knowledge, skills, and abilities):*

- ♦ Knowledge of project management strategies and the ability to manage multiple projects effectively.
- ♦ Ability to provide direction to and train lower-level programmers.

CURRENT PAY RANGES:

- ♦ **Senior Programmer Analyst (Pay Range H11):** \$62,118-\$70,685 annually with excellent benefits.
- ♦ **Programmer Analyst (Pay Range H10):** \$52,921-\$67,504 annually with excellent benefits.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance examinations; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **November 2, 2012**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified candidates will be notified by mail of the date, time and location of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternate test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

APPLICATIONS and further information may be obtained by visiting www.milwaukee.gov/jobs, in person from the Department of Employee Relations, City of Milwaukee, 200 E Wells St, Room 706, Milwaukee, WI 53202-3554, or by calling 414.286.3751.

#12-089 Senior Programmer Analyst —MMC (CN) 10/9/12

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