



**NOTICE:** Effective January 15th the OPS will be posting new job advertisements on the eCareers website daily. New job advertisements will be posted throughout the week, Monday through Friday. Please check the site regularly to see new opportunities available within the OPS.

Please note that the **job alert** function is temporarily unavailable. We are working on correcting the issue, but in the meantime, please check the website regularly for updated job posting details. We will post an updated message on the site when the job alert function is functional again.

## Job Specification

**Position Title:** SENIOR PROGRAMMER, ANALYSTS  
**Job Code:** OPSEU - Systems Officer 4, 17158  
**Job ID:** 14760

### **Purpose of Position:**

To provide systems analysis, design, and programming services to clients on large, midrange (IBM Iseries) and micro-computers for branch wide systems for a variety of projects relating to the delivery of financial student aid.

### **Duties/Responsibilities:**

1. Analyzing general systems processes and data requirements using a structured system development methodology and CASE (LANSA,SYNON) tools to determine the combination and sequence of machine processes, input and output, operational procedure and storage requirements; reviewing the capability of the computer and its software packages and utilities to accommodate assigned application; designing main logic and module structure for programs or program sub systems of various levels of complexity; testing and documenting developed systems and ensuring the effective application of structured system development methodology.
2. Converting defined specifications into complex working programs by writing and testing programs and necessary control language statements; installing and testing packaged systems, control language and procedures; writing program documentation, user manual and instructions for data entry and machine set-up operations, arranging for test runs, testing and correcting errors.
3. Evaluating and modifying existing programs, program documentation and operating procedures in relation to documented changes in requirements and/or changes to the operating environment.
4. Serving as a member of the technology team engaged in conducting feasibility studies; recommending software and hardware acquisitions, allocating software, developing training sessions, optimizing performance of computer hardware and software systems and conducting studies regarding viability of systems projects.
5. Working with the branch Security Officer ensure that all programs protect the privacy and security of client information.

### **Knowledge:**

Job requires knowledge of main frame and mini computers and/or micro/personal computer technologies including operating systems, application software, ministry standard and commonly used software, in order to; evaluate software and hardware; recommend solutions which are cost efficient; address user needs that are appropriate to Ministry`s technology infra-structure. Job requires knowledge of methods and techniques of system analysis, design and development, and a thorough knowledge of programming concepts and languages, in order to; analyze clients system development needs; develop systems specifications; write programs, design testing processes and implement systems, and review and prepare technical documentation.

### **Skills:**

Job requires analytical and problem-solving skills to gather information on client programs, services and goals/objectives, and help clients define their systems and information technology requirements. Job evaluates requirements and reviews options for solution e.g. enhance existing system, develop new system, purchase off the shelf technology and application, assessing cost/benefit of options, evaluating alternative conceptual systems designs for technical feasibility, equating potential impact of proposed system changes on existing service delivery. Job recommends approach or provides input to technology team`s recommendation for decision with client, and upon approval; designs systems specifications;

develops tests and trial applications to determine practical results which might reasonably be anticipated in live applications; prepares systems documentation; designs and implements testing; assists in implementation of system changes. Job requires analytical and problem solving skills to write programs for new installations and evaluate and modify existing programs, program documentation and operating procedures. Job requires verbal communication skills to; explain systems development process and programming requirements to clients; interview user/managers and gather information required to clarify needs and desired systems changes; explain recommendations; and explain and provide instruction on new/modified systems and technology and programs during testing and implementation. Job requires writing skills; to prepare business cases which recommend need for particular systems software, technology; and, write systems documentation, user manuals, guidelines and programs. Job requires interpersonal skills to; clarify and discuss systems development options with clients, illustrate advantages and disadvantages of various options, and facilitate decisions which help to advance overall Ministry information technology strategies and plans.

**Freedom of Action:**

Job requires working within Ministry standards, policies, guidelines, and directives for development, acquisition and use of information technology, and within established methods, practices and procedures related to computer systems development. Job exercises latitude in decision-making by; determining solutions to technical problems; defining specific client needs, equipment and services and recommending changes to particular component of systems development project to improve efficiency and capabilities of end product. Work is reviewed at regular points within development cycle by supervisor and as part of team reporting process, for soundness of technical approach, and to ensure development work is consistent with project schedule and client requirements. Job refers to supervisor, situations such as conflicting client requirements, requests for unusual technology, software or unusual systems development and programming requirements.