

UNIVERSITY OF ARIZONA  
DEPARTMENT OF HUMAN RESOURCES  
CLASSIFIED STAFF EMPLOYEE JOB DESCRIPTIONS

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**JOB CODE:** 73120

**TITLE:** Systems Programmer

**IT PAY BAND:** B07

**FLSA:** Exempt

**Purpose of Classification:**

Reviews, tests, evaluates, installs, configures, maintains and documents computer systems software including operating systems, utility software and job control languages. Assists management, users and technical staff regarding basic systems related questions.

**Distinguishing Characteristics:**

This is the first in a series of three classifications. It is distinguished from the Systems Programmer, Senior which researches and resolves complex technical questions, analyzes and optimizes system performance, implements and integrates major systems software projects and assists and trains users and technical staff.

**Example of Duties:**

- Reviews, tests and evaluates new versions of operating systems, patches, updates and related software.
- Installs, configures, updates, maintains and documents systems software including operating systems, utility software and job control languages and related applications systems.
- Converts software specification requirements into appropriate programming languages.
- Analyzes software specifications for completeness and compatibility with operating system capabilities.
- Researches and resolves basic systems related technical questions and problems from users, management, and other technical staff. Acts as liaison between users and vendor support personnel.
- Implements system backup procedures and participates in disaster recovery operations.
- Participates in the planning, installation and implementation of equipment interfaces and peripheral devices.
- Monitors the security and integrity of systems and data. Reviews and documents systems failures and participates in taking corrective action.
- Participates in coordination of systems activities with other internal and external systems and as a team member on systems software projects.

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**Knowledge, Skills and Abilities:**

- Knowledge of current computer operating system programming languages and technology.
- Knowledge of the theory and practice of computer systems programming.
- Knowledge of computer systems security procedures.
- Skill in the use of computer programming and job control languages.
- Skill in installing, configuring and maintaining systems software.
- Ability to effectively communicate verbally and in writing.

**Minimum Qualifications:**

- Three years of systems programming experience including the installation and maintenance of operating systems and utilities; OR
- Associate's degree in Management Information Systems, Computer Information Technology or related field AND two years of systems programming experience including the installation and maintenance of operating systems and utilities; OR,
- Any equivalent combination of experience, training and/or education.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities of any particular position. Essential functions and overtime eligibility may vary based on the specific tasks assigned to the position.

Prepared: 05/01/09