

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

JOB CODE: 73122

TITLE: Systems Programmer, Principal

IT PAY BAND: B13

FLSA: Exempt

Purpose of Classification:

Conducts highly technical analysis to resolve computer systems software, hardware and operational challenges. Establishes and implements systems programming guidelines, procedures and standards. Analyzes, designs and develops highly complex computing system infrastructures. In addition, may act in one of the following roles:

As a project manager, defines scope, plans, organizes and coordinates project teams involved in major systems software projects.

As a functional team coordinator, schedules, monitors, guides and participates in system software and related hardware installation, monitoring, maintenance, documentation and performance optimization.

As a functional supervisor, hires, schedules, monitors, directs and evaluates a small technical staff and participates in system software and related hardware installation, monitoring, maintenance, documentation and performance optimization.

Distinguishing Characteristics:

This is the third 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 and implements and integrates major systems software projects.

Example of Duties:

- Conducts highly technical analysis of computer systems software and hardware and other operational challenges. Identifies problem trends. Designs, develops, recommends and implements new or revised systems solutions.
- Establishes and implements computer systems programming guidelines and procedures including performance, documentation, maintenance and security standards.
- Analyzes, plans, designs, develops and adapts highly complex computing system infrastructures. Recommends systems hardware and software to best meet operational objectives.
- Plans, organizes and coordinates all aspects of large and/or complex systems programming projects.
- Coordinates the analysis, installation, configuration, maintenance, testing, monitoring, documentation and performance optimization of computer systems software, hardware and related applications systems.

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- Ensures the security and integrity of all computer systems and data. Monitors system backup procedures and coordinates recovery operations.
- Assists and informs users, senior management and technical staff concerning system capabilities and the implementation and adaptation of highly complex operating systems and related software. Participates in strategic planning.
- Coordinates activities of vendor support personnel regarding systems repairs or upgrades of internal and external systems.
- May supervise two or more full-time employees or their equivalent, on a regular basis, including decisions regarding hiring, evaluation, promotion and termination of employees.

Knowledge, Skills and Abilities:

- Knowledge of the theory and practice of computer systems and applications programming.
- Knowledge of current and emerging operating and application systems and technology.
- Knowledge of current computer security and network protocols and standards.
- Knowledge of supervisory practices, principles and techniques.
- Skill in developing computing system infrastructures.
- Skill in the use of the programming and job control languages.
- Skill in resolving most complex systems analysis issues.
- Skill in evaluating system capacity and planning for future needs.
- Skill in supervising, coordinating and monitoring the work of others.
- Skill in managing projects.
- Ability to effectively communicate verbally and in writing.

Minimum Qualifications:

- Six years of progressively responsible systems programming experience including complex infrastructure design and development and including at least two years of experience leading technical projects and/or teams; OR,
- Associate's degree in Management Information Systems, Computer Information Technology or related field AND five years of progressively responsible systems programming experience including complex infrastructure design and development and including at least two years of experience leading technical projects and/or teams; 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