



## CLASS SPECIFICATION

Class Code: 60019359  
Date Established: 08/2023  
Last Reviewed:  
Last Revised:  
Last Title Change:  
FLSA: exempt  
Probation: 12 months

### DEVELOPER ANALYST I

#### **DEFINITION**

Under supervision, analyzes, designs, configures and/or develops new business processes and re-engineers existing processes within the context of commercially available or in-house developed information management systems; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university in computer information systems, geographic information systems or a closely related field; OR an equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license may be required at the time of appointment.

#### **DISTINGUISHING CHARACTERISTICS**

The Developer Analyst I is the entry level in the class series which provides for progression to the next level in the series upon meeting the requirements of the class and recommendation of the appointing authority. This classification is distinguished from the Developer Analyst II in that the latter is a more experienced level which requires incumbents to perform increasingly complex assignments and exercise a higher degree of independent decision making.

#### **SUPERVISION EXERCISED**

Exercises no direct supervision.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Analyze program specifications, flow charts, and decision tables to develop a sequence of coded instructions to create and update efficient computer programs.

Prepare flow charts and diagrams by examining or investigating work processes to establish a logical sequence of computer processing steps, database design, or application interface; conduct testing to ensure consistency and quality of applications; identify problems and develop programming alternatives.

Develop written operating procedures for users to run new computer programs and to train staff responsible for database automation tasks.

Instruct users in the use of new programs and develop final program changes, documentation, and procedure manuals; review database automation and maintenance performed by project staff to ensure adherence to quality standards and avoid duplication of data.

Create, convert, and modify databases using appropriate database language that includes interfaces with other systems.

Receive training in and assist with systems analysis to respond to user needs and implement new technology.

Attend team meetings to assist with the installation of new technology and contribute to the implementation of major projects and serve as an information resource to other staff.

Meet with users to help determine specific needs, analyze existing/new programs to create and maintain efficient information technology applications for requested general or spatial data products.

Develop written operating procedures to be used by users to run new applications and train staff responsible for mapping automation in the use of computer hardware and Geographic Information System (GIS) software.

Develop web-based GIS applications using Commercial Off-The-Shelf (COTS) software utilizing REST-based geospatial web-services.

Create geospatial overlays by combining information from a variety of existing GIS data layers.

Create cartographic products, analyze data, create reports, and provide results using verbal and written communication.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

Organizational structure and functions of Washoe County.

Departmental/division policies and procedures.

Operating methods and procedures for Washoe County's information technology equipment, including methods used in the development of computer programs, documentation, and procedure manuals.

Databases and database software used in Washoe County.

GIS for County applications.

### **Ability to:**

Perform all programming and database modification jobs and assignments.

Instruct users in the use of data and software.

Perform full range of GIS mapping jobs and assignments.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

### **Knowledge of:**

Common or basic programming languages such as .NET, SQL, HTML, PHP, JavaScript, Python, and REST-based APIs.

Computer documentation techniques.

General concepts of database software.

GIS database software, design principles and systems.

Principles and practices of cartography.

**Ability to:**

Analyze problems, develop solutions, and provide recommendations within assigned specialty.

Plan and organize work to set priorities and deadlines.

Prepare and test computer programs.

Use computer hardware, software, and peripherals.

Prepare program documentation and operating procedures manuals.

Prepare detailed oral and written reports.

Assist with interpreting and applying regulations, policies, and procedures.

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency and implement changes as necessary to improve operations.

Communicate effectively both orally and in writing.

Provide exceptional customer service; remain polite, tactful, and diplomatic in all interactions.

Exercise good judgment, flexibility, and creativity in response to changing situations and needs.

Establish and maintain cooperative working relationships with all those contacted in the course of work including internal and external customers.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to work in a professional office environment. Ability to use standard office equipment including computers, mobile phones, and copiers. Ability to attend evening meetings and work occasional evenings and weekends.

*This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.*