



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Systems Programming Manager

Job Code: 022

Overtime Pay: Ineligible

Primary Responsibility

This is work managing the development, installation, and maintenance of computer operating systems software.

Typical Tasks

Studies and evaluates new hardware and software products to enhance system efficiency.

Conducts capacity planning and configuration management studies by using analytical models to forecast hardware requirements.

Develops technical specifications for the acquisition of hardware.

Manages the allocation and utilization of direct access storage.

Performs a continuous review of the overall computer operating system.

Supervises systems programming employees.

Minimum Qualifications

A high school diploma and nine years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

For questions, please contact
Compensation and Classification in Human Resources at
Comp@mail.UCF.edu
or call (407) 823-2771

UCF Human Resources website:
<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Computer Operations Manager

Job Code: 023

Overtime Pay: Ineligible

Primary Responsibility

This is work managing computer operations systems for a department.

Typical Tasks

Determines priorities and proper allocation of computer operations system resources including the coordination and development of comprehensive long range plans.
Organizes and executes control functions including input–output validation and quality control.
Maintains all documentation on operations and procedures.
Plans physical configurations or recommends adjustments as needed.
Acts as resource person regarding system computer operations.
Plans for software system installations.
Supervises programmers.

Minimum Qualifications

A high school diploma and eight years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Systems Programmer
Job Code: 021

Overtime Pay: Ineligible

Primary Responsibility

This is work designing and developing computer operating systems software.

Typical Tasks

Consults with users to design, develop, and implement systems based on users' requirements.

Analyzes performance of systems and implements changes to the overall system to improve performance.

Maintains library of system software and documentation required to support operations.

Deals with vendors regarding equipment and network and software problems.

Minimum Qualifications

A high school diploma and eight years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Programmer Analyst Manager
Job Code: 019

Overtime Pay: Ineligible

Primary Responsibility

This is work managing information technology projects or supervising computer programmers.

Typical Tasks

Evaluates and assesses computer programs.
Consults with users to determine computer program improvements.
Oversees the creation of new computer programs based on user needs.
Oversees the modification of existing computer programs.
Insures requests for improved computer programs are implemented.
Supervises computer programmers.
Determines work priorities.
Assigns tasks to computer programmers.
Insures tasks are completed thoroughly and in a timely manner.

Minimum Qualifications

A high school diploma and seven years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Programmer Analyst
Job Code: 018

Overtime Pay: Eligible

Primary Responsibility

This is work analyzing, designing, and programming computer applications.

Typical Tasks

Evaluates system needs.
Consults with users to determine their programming needs.
Designs computer applications based on users' requirements.
Prepares and implements computer programs for a research, academic or administrative area.
Plans the development of a project to meet the necessary time requirements.

Minimum Qualifications

A high school diploma and six years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Systems Programmer
Job Code: 020

Overtime Pay: Ineligible

Primary Responsibility

This is work installing and maintaining computer operating systems software.

Typical Tasks

Installs, maintains or modifies operating system software.
Tests and analyzes software and corrects problems.
Provides technical assistance and advice to system users.
Develops security and control procedures.
Consults with vendors regarding software problems.

Minimum Qualifications

A high school diploma and six years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Programmer Analyst
Job Code: 017

Overtime Pay: Eligible

Primary Responsibility

This is work analyzing computer applications requests and writing and maintaining computer programs.

Typical Tasks

Analyzes user needs and determines programming applications.
Develops program specifications from user requirements.
Develops flow charts of computer applications.
Writes, tests, codes, debugs, and documents computer programs.
Develops test data or job control language to test programs.
Maintains program files and records.
Modifies existing computer applications as requested.

Minimum Qualifications

A high school diploma and four years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Programmer
Job Code: 016

Overtime Pay: Eligible

Primary Responsibility

This is work writing basic computer programs.

Typical Tasks

Writes, tests, codes, debugs, and documents computer programs.
Develops test data to test programs.
Troubleshoots computer run malfunctions.
Prepares instruction manuals.
Trains users.
Maintains program files and records.

Minimum Qualifications

A high school diploma and two years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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