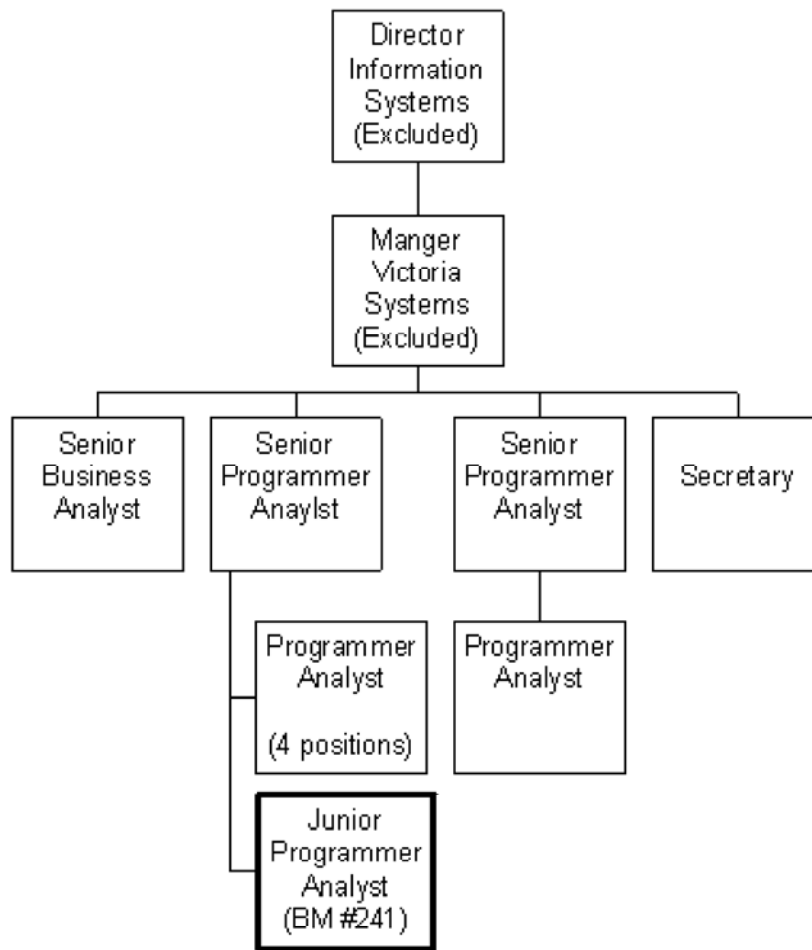|	
Position:	**Benchmark Job #241**
Ministry:	Social Services
Working Title:	**Junior Programmer Analyst**
Branch:	Systems Services
Level:	Range 18
Location:	Victoria
NOC Code:	2162

PRIMARY FUNCTION

To analyze, program, test and document enhancements to the Ministry Financial Management Information System, Bus Pass System and Senior Citizen Support System.

JOB DUTIES AND TASKS

1. Participates in business area analysis and business systems design projects
    a. works with supervisor and clients to determine system requirements
    b. designs and develops appropriate technical/procedural solutions for assigned projects
    c. uses technology and business analysis tools to develop solutions
    d. conducts project/progress reviews with clients
    e. evaluates test results and reviews with clients
    f. produces user documentation
2. Programs, tests and documents enhancements for ministry systems
    a. develops and codes new programs or modifies existing programs using 3rd and 4th generation programming languages (e.g. financial reports, batch processing, inter and intra ministry interfaces)
    b. develops test plans and test criteria for new or modified programs
    c. performs all testing pertaining to assigned projects
    d. develops new or modifies existing job control language (JCL)
    e. ensures Quality Assurance Analyst reviews all deliverables for compliance with ministry quality assurance standards
    f. develops new or modifies existing operational documentation (e.g., job preparation instructions, run dependencies, recovery procedures)
    g. develops and maintains code for financial systems reports
3. Provides primary support to non-technical users of "Information Expert" programming language
    a. Assists users to develop ad hoc reports or retrieve information from the ministry's Financial Management Information System (FMIS)
    b. identifies, clarifies and resolves problems from assigned service requests

Organization chart:

- Director Information Systems (Excluded)
  - Manger Victoria Systems (Excluded)
    - Senior Business Analyst
    - Senior Programmer Anaylst
      - Programmer Analyst (4 positions)
        - Junior Programmer Analyst (BM #241)
    - Senior Programmer Analyst
      - Programmer Analyst
    - Secretary

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	**JOB KNOWLEDGE** Understand the principles of programming and analysis and interpret technical requirements to design, develop and program code, and test, evaluate, document and implement appropriate technical or procedural solutions to ministry information systems applications including the Financial Management Information System, Bus Pass System and Senior Citizen Support System.	G	250
2	**MENTAL DEMANDS** Judgement to apply technically exacting analysis of details of user business and systems specifications using multiple stages of structural analysis, programming and testing of possible systems solutions and alternatives to design and implement modifications and new modules and programs for ministry applications and systems of limited impact.	F	175
3	**INTERPERSONAL COMMUNICATIONS SKILL** Discretion required to exchange information needing an explanation regarding technical specifications and project schedules with supervisor and client users.	C	30

4	**PHYSICAL COORDINATION AND DEXTERITY** Significant coordination and dexterity required to use computer keyboard and mouse with speed and accuracy to produce design documents and programming code.	D	22.5
5	**RESPONSIBILITY FOR WORK ASSIGNMENTS** Guided by systems plans, design specifications and technical standards, applies accepted techniques in a different way to plan, design and code new programs or modify existing programs, perform quality assurance testing, evaluate test results and review with clients, make recommendations to supervisor for acceptance of work plans and test plans, implement enhancements and assist users to develop ad hoc reports and retrieve information.	E	120
6	**RESPONSIBILITY FOR FINANCIAL RESOURCES** Moderate financial responsibility to verify the effectiveness and necessity of contract servicing and maintenance of hardware.	D	22.5

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	**RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION** Considerable responsibility to initiate enhancements to the financial management information system.	E	33
8	**RESPONSIBILITY FOR HUMAN RESOURCES** Limited or no responsibility for human resources.	A	5
9	**RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS** Responsibility for own well-being and safety in a low risk environment.	A	5
10	**SENSORY EFFORT/MULTIPLE DEMANDS** Intense attention to detail to almost always program code, read user requirements and code specifications.	D	18
11	**PHYSICAL EFFORT** Relatively heavy physical effort to almost continuously apply visual attention to computer screen and printed material to produce programming code.	D	18
12	**SURROUNDINGS** Exposure to office setting with minimal disagreeable elements.	A	2
13	**HAZARDS** Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 705

Level: Range 18