

The Canyon County Board of Commissioners considered and adopted the following Resolution which shall be effective on the 13<sup>th</sup> day of October, 2023.

Upon the motion of Commissioner Van Beek and the second by Commissioner HOLTON the Board resolves as follows:

To adopt the changes to the **job title and salary range of one (1) position** in Information Technology.

**One (1), Programmer Analyst I**, salary grade 14 min. \$60,320 and max. \$83,241.60, position control number 16 237 757, FLSA Exempt.


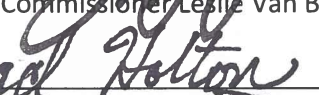
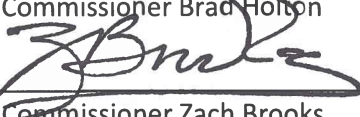
**To**

**One (1), Programmer Analyst II**, salary grade 15 min. \$70,720 and max. \$97,593.60, position control number 16 237 757, FLSA Exempt.

This change will result in a salary impact of \$14,512.00 annually. This amount includes \$2,500 in Lead Pay annually.

Job description is attached

- Motion Carried Unanimously
- Motion Carried/Split Vote Below
- Motion Defeated/Split Vote Below

	Yes	No	Not Vote
 _____ Commissioner Leslie Van Beek	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 _____ Commissioner Brad Holton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 _____ Commissioner Zach Brooks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attest: CHRISTOPHER W. YAMAMOTO, CLERK

  
\_\_\_\_\_  
Deputy Clerk

Date: 10.13.23

28.230



# Programmer Analyst

**Department:** Information Technology  
**FLSA Status:** Exempt

**Effective Date:** 08/05/2019

## **General Statement of Duties**

The role of the Programmer Analyst is to develop and test new software applications from provided specifications and maintain existing ones. Such applications may be either client/server, stand alone or web based; performs related work as required.

## **Classification Summary**

The primary function of the Programmer Analyst is to assist in the development of automated systems; implement and monitor systems; develop and maintain business applications; and analyze user needs and help develop specifications for multiple and inter-related computer systems. This position provides County departments with technical assistance to improve and/or enhance business process applications. The work is performed under the general direction of the IT Development Manager, but some latitude is granted for the exercise of independent judgment and initiative. The principal duties of the position are performed in a general office environment.

## **Examples of Work (Illustrative Only)**

### **Essential Duties and Responsibilities**

- Develop, modify, maintain, test, and implement software solutions.
- Resolve system component problems.
- Apply comprehensive knowledge of component internals and functional working-level interrelationships of multiple components, hardware/software, and applications to identify long-term solutions.
- Recommend use and/or installation of new system components, releases, or upgrades.
- Execute small projects.
- Maintain and provide system software documentation.

### **Other Duties and Responsibilities**

- May require occasional evening and weekend work in response to needs of the systems being supported and/or implemented;
- Some local travel may be required for the purpose of off-site software installation and training.

## **Knowledge, Skills and Abilities**

### **Knowledge of:**

- All phases of application development: system analysis, design, development, testing, deployment and on-going support;
- Programming using .NET / C# / ASP.NET / XML / JSON / JavaScript / JQuery / Angular.js / PHP / HTML / CSS / PYTHON;
- Object-oriented (OO) definition and implementation;
- Web application development;
- Application error debugging;
- Relational database design;
- Data conversions;
- Database management using current versions of MS SQL Server / MySQL;
- Database programming using SQL, stored procedure experience a plus;
- Report writing, (SQL Server Data Tools (MS Reporting Services experience is desired));
- Excellent written and verbal communication;
- Developing transactional interfaces between in-house and purchased software;
- Source control (Team Foundation Server with Visual Studio experience is desired);
- Additional programming languages, other types of relational databases, and other report writing tools;
- Project management.

## **Programmer Analyst II**

- Designs and documents enterprise-level web services API's and web application software using contemporary

- languages, design patterns, platforms, frameworks and tools;
- Developing specifications for multiple and inter-related computer systems.

### **Programmer Analyst III**

- Design major components and system wide improvements or modifications;
- Prepare technical proposals or lead a team for county projects;
- Establish or review project management plans, schedules, resources, and critical paths;
- Guide and organize the tasks of other programmer/analysts and groups;
- Train and consult with technical users, application designers, suppliers, and staff;
- Investigate and recommend new technology and architectures.

### **Ability to:**

- Work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity;
- Understand and carry out instructions and maintain a courteous, professional and effective working relationship with users and co-workers;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Communicate both verbally and in writing and establish effective working relationships with supervisors, co-workers and system users;
- Work in a team oriented, collaborative environment;
- Collaborate with developers, programmers and designers in conceptualizing, development and modification of software programs and applications;
- Consistently code applications according to specifications;
- Write programming scripts to enhance functionality and/or performance of County applications as necessary;
- Run and monitor software performance tests on new and existing programs for the purpose of correcting errors, isolating areas for improvement and general debugging;
- Develop and maintain user manuals and guidelines;
- Train end users to operate new or modified programs;
- Install application related software products for end users.

### **Acceptable Experience and Training**

- Associates or Bachelor's degree in Computer Science, Information Systems, or Software Engineering required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Programmer Analyst II**

- Bachelor's degree in Computer Science, Information Systems, or Software Engineering; and
- Three (3) to Five (5) years programming experience for Programmer Analyst II required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Programmer Analyst III**

- Bachelor's degree in Computer Science, Information Systems, or Software Engineering; and
- 8+ years programming experience; or
- An equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Special Qualifications**

- Must Possess a valid Driver's License;
- Must successfully complete a background investigation through the National Crime Information Center (NCIC)

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, comprehend and prepare written technical reports and diagrams.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate and make adjustments to computers, tools and equipment;

- Sufficient body mobility, flexibility, agility and strength to work in an office environment, perform duties that may require bending, stooping, kneeling, crouching, reaching and to occasionally move or lift up to 50 pounds.

**EOE Statement**

Canyon County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection are made without regard to race, color, religion, sex, national origin, age, disability or genetics.



# INFORMATION TECHNOLOGY

Canyon County Courthouse ♦ 1115 Albany Street, Room #253 ♦ Caldwell, Idaho 83605

Phone: (208) 454-7300 ♦ Fax: (208) 453-4837

Commissioners,

In the FY2024 Canyon County Information Technology (CCIT) budget request, there were two existing staff changes presented and approved through the process.

The first request was to reclassify PCN 757 from a Programmer Analyst I to a Programmer Analyst II. Currently, the CCIT Development team has (11) full time positions and (1) part time position. Of these current full-time and part-time positions (11.5), (3.5) are Programmer Analyst II / Application Support Analyst II positions and (2) are Programmer Analyst I / Application Support Analyst I positions. The end goal is to have (4.5) Programmer Analyst II positions and (1) Programmer Analyst I position.

As the County grows and the demand increases for custom written applications to fit the business needs as well as supporting COT (Commercial Off the Shelf) programs around the County, the need to keep up with staff resources with the appropriate skillsets is imperative. With 75+ Custom Applications throughout the County and 100+ COT applications, the Development team is 1-year behind in development requests. Requests will consist of: new programs, enhancements or changes, bugs fixes, upgrades, etc.

A few examples of programs supported by a Programmer Analyst II position:

*Commissioners Agenda*

*Google Play Canyon County App*

*CCSO Use of Force*

*Facilities FORT application*

*Jury Application and Jury Pool*

*Elections CCREG / Poll Worker*

*Crime Lab Tracking Application*

*Helion (Recorder's Office)*

*CAPS and Project Docks (DSD)*

*Electronic Docket & Display Solution (Courthouse Displays and Touch Screens)*

*CCSO Bulletin Board (ACLU requirements)*

*Aumentum and Proval Tax Programs*

*Coroner Case Management*

*DMV Wait Time*

*Online DSD Permits and Status*

*(6) Website Infrastructure*

*Jail Roster / Current Arrests / Jail Statistics*

*Custom Queuing Kiosks and Displays*

*Commercial Property / Building Permit Import*

The second item was to establish Lead Pay for a Programmer Analyst II position. CCIT has Managers and Lead positions in the Operations team and Business team. With the Development team only has a Manager position filled with no Lead. There is a critical need of a technical lead for the Development team to be a technical point of contact as well as being a backup to the Manager when occupied in meetings, special projects, or out of the office. We requested the standard \$2,500.00 for Lead Pay. Since we have like titles, this differentiates who is in that lead role and if we need to change the Lead duties in the future, we can reassign the specialty pay. Like we do for our On Call specialty pay amongst (7) IT Team members for 24x7x365 support.

Result,

We have a current IT staff member in the Programmer Analyst I (PCN 757) position that has been doing Programmer Analyst II work and meets those job responsibilities, skillset, and duties of a Programmer Analyst II. An adjustment of \$12,012.00 is requested to this position as a promotion. The Lead pay will also be added to this PCN on the upcoming Employee Status Change Form if approved by the Commissioners.



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Thank you for your consideration,

Steve Higgins  
Chief Information Officer | IT Director  
Canyon County Information Technology

(Interim CIO presenting the CCIT FY24 Budget)

Chief Operating Officer  
Canyon County Board of County Commissioners