OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

Job Title:	**DATA ANALYST / PROGRAMMER**	Grade:	**15**
Division:	**ADMINISTRATION**	Job Code:	**1104**
Reports To:	Information Technology Supervisor	FLSA Status:	**Exempt**

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SUMMARY OF ESSENTIAL JOB DUTIES:

Under the supervision of the Information Technology Supervisor, develop, modify and install computer programs. Develop web-based computer applications in Visual Studios, VB, C#, and Java. Serve as part of the network administration team for the development and assist all divisions with troubleshooting. Assist with hardware and software and end user support. Perform occasional weekend and after hours support and to be a part of a rotational on-call rotation schedule.

JOB DUTIES:

Plan, design, and develop computer programs as needed for Department projects.   Debug programs and process data with the programs.

Design forms used for data processing and analysis.

Provide end user support for computer applications.

Assist in determining feasibility of computer purchases.   Assess computer needs for assigned projects and obtain quotes for computer equipment purchases.

Assist in interpretation of data, statistical analysis and experimental designs.   Review statistical and wildlife literature to keep up to date with current analytical procedures applicable to wildlife work.

Perform statistical analysis for Department programs and develop and modify programs required by the Department.

Support and maintain existing programs; identify and recommend changes for improved efficiency.

Provide support for internal programs as well as programs required by other state agencies.

Complete and submit IT reports required by law.

Serve as the agency networking administrator in the absence of the Information Technology Supervisor and assist with the day to day operations of the Department's computer network.

Must have the ability to:

- Lift and carry standard office equipment and supplies up to 25 pounds and operate a vehicle.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public, employees, and other agencies.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing.
- Use personal computer and various office equipment.   Should be proficient in Microsoft Word, Excel, PowerPoint, and have an overall understanding of internet based computer applications.
- May be required to occasionally work extended hours and weekends.

Requirements:

Education and Experience: Requires a Bachelor's Degree in Computer Science **or** 24 hours of computer science from an accredited University or Career Technology school and 3 years experience in application development.   Four years related experience may substitute for education.   Must be knowledgeable with Microsoft SQL and manipulating databases.   Prefer experience with Windows Server based networks and Windows based PCs.

Knowledge and Skills: 3 years experience in the following, or related software:

SQL Server or related software	HTML 5
Microsoft Windows Server 2012	Website Development / ASP.Net
Network Administration	VMware or Hyper V
Relational Database Design/Administration	Crystal Reports or Reporting Services

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