

Programmer Analyst

Job Code: 7354

Salary Grade: S10

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Responsible for writing, developing, and updating various programs, software, and systems (software/hardware) to meet the needs of University constituents. Provides technical support and training. Conducts evaluation, design, testing, and maintenance for various programs and systems. Assist with implementation of systems University-wide.

- Evaluates costs, analyzes user needs, and conducts feasibility studies.
- Designs new systems or modifies existing systems to meet user needs.
- Performs various duties related to reporting and data retrieval.
- Establishes and updates documentation supporting various systems.
- Performs testing to ensure systems meet stakeholder needs and identified criteria.
- Conducts training and assists with developing training programs and documentation.
- Provides technical support to end-users.
- Assists with implementation of systems.
- Assists with related administrative tasks such as inventory, billing, and record keeping.
- Ensures safe work guidelines and best practices are followed.
- Performs various duties as needed to successfully fulfill the function of the position

Minimum Qualifications

Education:

Required: Bachelor's degree.

Equivalency/Substitution: Experience or a combination of education & related experience can be considered in lieu of degree. A one-to-one ratio is used to determine the number of years of experience required in place of a degree.

Experience:

Required: None.

Certifications or Licenses:

Valid driver's license to drive OU vehicles.

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Ability to speak, read and write clear, concise English.
- Strong written and oral communication.
- Excellent time management and organization skills.
- Experience in scheduling and conducting meetings.
- Highly organized and able to handle multiple projects and deadlines.
- Detail oriented.
- Basic knowledge of enterprise technologies such as networks, storage, identity management, cloud services, security, Windows OS, Mac OS, desktop solutions, Microsoft Office suite, etc.
- Familiarity with emerging technologies.
- Contributes to continual improvement.
- Excellent analytic skills.
- General understanding of programming concepts and design

Working Conditions

Physical: Sit for prolonged periods. Use of a computer. Manual dexterity. Communicate effectively. Ability to lift heavy objects in excess of 50+ lbs. Ability to sit or stand for long periods of time. Ability to climb, crouch, bend, or stoop. Ability to engage in repetitive motions. Ability to perform overhead-work and work in confined spaces. Ability to work in any place including above or below ground level and on ladders.



JOB DESCRIPTION

The UNIVERSITY *of* OKLAHOMA

Environmental: Standard office work environment. 8am-5pm (some nights and weekends may be required). On-site and virtual support.

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