



JOB TITLE: PROGRAMMER ANALYST

Classification: Classified
Salary Range: 46

Retirement Type: PERS*
Board Approved: November 16, 2016

BASIC FUNCTION:

Under the direction of an Information Technology administrator, analyze, design, write and validate computer systems, subsystems, and programs; review maintain, test, and modify existing systems and programs as necessary to meet user requirements; develop specifications, code, procedures, testing methods, scripts, and other associated programs for the District's administrative information system and ancillary applications.

REPRESENTATIVE DUTIES:

Analyze, design, code, compile and implement structured computer programs using online programming languages, case tools, and other appropriate software programs and systems.

Prepare programs, scripts, and procedures that will satisfy state and federal reporting requirements.

Evaluate, install, support and manage third party software used in conjunction with the district's administrative information system.

Initialize and/or closeout term files, databases and tables used by end-users in their assigned areas.

Develop, in conjunction with the Business Systems Analyst, training materials for end-users for developed or modified programs and/or systems.

Review and adapt Colleague programs to improve efficiency, to correct faulty logic, or to correct procedural problems.

Consult with users to determine systems requirements and program objectives.

Produce systems and program documentation and procedures.

Maintain security of application systems and confidentiality of data.

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to an Associate degree in computer information systems (CIS), computer science, management information systems, or related field and four (4) years programming experience using a structured programming language such as MS SQL.

OTHER QUALIFICATIONS:Knowledge/Areas of Expertise:

Database functions and structure.

Structured programming techniques supporting the current administrative computing systems in an online, database environment.

Rapid application development tools (e.g. Microsoft Access, Python, Groovy, and/or Java)Case tools usage.

Structured query language.

Technical and functional specifications and their application in structured programming.

Application design and analysis.

Principles and techniques of systems planning and programming.

Concepts and specifics of database management information systems and technology.

Concepts and principles of complex integrated business and academic applications such as Financial Accounting, Human Resources, Payroll, Time and Attendance, and Student Information.

Abilities/Skills:

Demonstrate proficiency using standardized programming languages.

Analyze user needs, develop technical specifications, write and debug effective and efficient systems and programs.

Reason logically.

Analyze alternative approaches and develop effective programming solutions.

Code and debug complex software systems.

Effectively train peers and end users on new programs and procedures.

Operate computers and peripheral equipment Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Prepare clear, complete and concise reports and records.

Meet schedules and time lines.

Establish and maintain cooperative and effective working relationships with others.

Show evidence of sensitivity to and understanding of the diverse academic, socioeconomic, and cultural, disability and ethnic backgrounds of community college students and staff.

Work cooperatively with others.

WORKING CONDITIONS:

Standard office setting

Extensive computer work - will look at a computer monitor for extended periods of time.

Must be able to carry up to 25 lbs.

Will move from one work area to another as needed.

May sit and stand for long periods of time.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.