



TITLE	CLASSIFICATION	SALARY GRADE
PROGRAMMER ANALYST	CLASSIFIED	GRADE: R
BOARD POLICY REFERENCE: 2012/13 CLASSIFICATION STUDY		Board Approved:

JOB DESCRIPTION:

Under general supervision, perform a variety of highly skilled professional work in the analysis, programming, documenting, testing, implementing, and maintenance of computer systems; provide technical and end-user support for all aspects of computing needs; and perform related work as required.

SCOPE:

The Programmer Analyst analyzes, designs, and implements systems applications; works closely with user departments.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Programs, writes technical specifications, tests, and implements software applications; may lead a project from the analysis stage through final implementation.
2. Performs systems analysis and design work for end-users; identifies and discusses software needs; assists with determining database design.
3. Prepares documentation for all programs developed.
4. Creates custom reports as needed for the District and government agencies.
5. Ensures accuracy and availability of data for and timeliness of required reports, such as the State Management Information System (MIS).
6. Maintains and enhances existing software applications.
7. Identifies, troubleshoots, and resolves problems for users on applications, personal computer software, Internet and new computer technology.
8. Organizes and conducts software training for end users; designs and creates training materials and provides specialized training.
9. Serves as a lead in the design, development and support of projects.
10. Designs and codes screen layouts, graphical user interfaces, printed outputs and interfaces with other systems.
11. Researches, evaluates, and provides recommendations on new computer technology.

EMPLOYMENT STANDARDS

ABILITY TO:

Analyze, design, and develop computer programs and systems; maintain current knowledge of emerging information technology trends and developments; assist users in troubleshooting system problems; perform complex technical tasks accurately and within defined deadlines; identify, evaluate, and solve technical problems; oversee assigned projects from inception to successful completion; communicate effectively; work independently and in a team environment; prepare reports; plan and present trainings and/or give presentations to individuals and groups; establish and maintain effective working relationships; demonstrate sensitivity to, and respect for a diverse population.

KNOWLEDGE OF:

Principles, practices, and technologies of computer operations, programming, and systems analysis; current computer programming and database languages; internet related tools; current operating systems; network and Internet operations and technology; server and desktop hardware; various software applications.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

A Bachelor's degree in Computer Science, Math, Business, or other related field, including proficiency in at least two current programming languages.

Experience:

Increasingly responsible experience in systems analysis or design.

SPECIAL REQUIREMENTS:

Position requires prolonged video display terminal viewing, keyboarding and extended sitting.