



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

JOB DESCRIPTION:

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

SCOPE:

The Programmer Analyst, Senior has knowledge of all phases of complex systems design, analysis, coding, implementing, testing and documenting; serves as a lead worker on special projects; and trains end users.

DISTINGUISHING CHARACTERISTICS:

The Programmer Analyst, Senior is distinguished from the Programmer Analyst by the comprehensive understanding of District systems and applications; serves as lead worker on special projects. Incumbents in this classification may have primary responsibility for a major component of the District's administrative software systems.

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 software applications for various District departments.
2. Administers databases used by various departments establishes and maintains database security for users.
3. Prepares documentation for all programs developed.
4. Performs system analysis and design work for end-users; identifies and discusses software needs.
5. Maintains and enhances existing software applications.
6. Identifies, troubleshoots, and resolves problems for users on administrative applications, personal computer software, Internet, and new computer technology.
7. Organizes and conducts software training for end users; designs and creates training materials.
8. Serves as a project leader on special projects.
9. Analyzes and estimates feasibility, cost, time, and compatibility with hardware and other programs.
10. Maintains plans outlining steps and time tables for developing programs.
11. Creates custom reports as needed for the District and government agencies.
12. Ensures accuracy and availability of data for and timeliness of required reports, such as the State Management Information System (MIS).
13. Researches, evaluates, and provides recommendations on new computer technology.
14. May serve as a lead worker to other Classified staff in the area.

EMPLOYMENT STANDARDS

ABILITY TO:

Analyze, design, and develop computer systems and programs; 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; prepare written reports; plan and present trainings and/or give presentations to individuals and groups; manage projects from inception to successful implementation; serve as a lead worker to other classified staff in the area; maintain effective cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

KNOWLEDGE OF:

Principles, practices, and technologies of computer systems, programming, and systems analysis; current computer programming languages and Internet related tools; current operating systems; database languages; 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 programming languages.

Experience:

Extensive and increasingly responsible experience in systems analysis and design.

SPECIAL REQUIREMENTS:

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