SANTA ROSA JUNIOR COLLEGE

TITLE: Programmer Analyst

CLASSIFICATION: Classified

SALARY GRADE: C016

SCOPE OF POSITION:

Under general direction, analyzes, designs, develops, programs, documents, tests, implements, and maintains computer systems and applications. Collaborates with departments to provide technical and end-user support for all aspects of computing needs.

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; maintains and enhances existing software applications.

3.   Identifies, troubleshoots, and resolves problems for users on applications, personal computer software, internet and new computer technology.

4.   Performs data conversions, imports, and exports of data within and between internal and external applications.

5.   Develops documentation for system processes and software applications.

6.   Ensures accuracy and availability of data for and timeliness of required reports, such as the state management information system (MIS); creates custom reports.

7.   Organizes and conducts software training for end users; designs and creates training materials and provides specialized training.

8.   Researches, evaluates, and provides recommendations on new computer technology.

9.   Maintains current knowledge of emerging information technology trends and developments.

10.   May serve as a lead worker to other classified employees in the area.

KNOWLEDGE OF:

1.   Principles, practices, and technologies of computer operations, programming, and systems analysis.

2.   Current computer programming and database languages, operating systems and internet related tools network and internet operations and technology.

3.   Server and desktop hardware, and software applications.

4.   Basic web accessibility tools and document remediation.

5.   Relevant local, state, and federal rules and regulations, programs, policies and procedures.

6.   Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1.   Analyze, design, and develop computer programs and systems.

2.   Maintain current knowledge of emerging information technology trends and developments.

3.   Assist users in troubleshooting system issues.

4.   Perform complex technical tasks accurately and within defined deadlines.

5.   Oversee assigned projects from inception to successful completion.

6.   Prepare reports and maintain records of service.

7.   Plan and present trainings and/or give presentations to individuals and groups.

8.   Collaborate productively and cooperatively with individuals and groups both internally and/or externally.

9.   Communicate effectively, both orally and in writing.

10.   Exercise appropriate judgement in interactions with others and with work processes.

11.   Interact with the public in a helpful, courteous, and professional manner.

12.   Demonstrate sensitivity to, and respect for, a diverse population

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's degree in computer science, mathematics, business, information technology, or other closely related field of study.

EXPERIENCE:

3+ years of experience in systems analysis or design, including proficiency with a minimum of two programming languages.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the Strategic Plan.