



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
PROGRAMMER ANALYST	CLASSIFIED	GRADE: R MONTHS:
BOARD POLICY REFERENCE: 1999 CLASSIFICATION STUDY/2005 Classification Review		Board Approved: 4/00

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.

DISTINGUISHING CHARACTERISTICS:

The Programmer Analyst is distinguished from the Programmer in the added responsibilities of performing system analysis and designing work for end-users; may lead a project from the analysis stage through final implementation with minimal supervision. The majority of work centers on comprehensive District administrative services. The position may also involve instructional applications, research, and various special projects.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Programs, writes technical specifications, tests, and implements software applications.
2. Performs system analysis and design work for end-users; identifies and discusses software needs; determines database design.
3. Prepares documentation for all programs developed.
4. Maintains and enhances existing software applications.
5. Identifies, troubleshoots, and resolves problems for users on mainframe applications, personal computer hardware and software, networks, Internet and new computer technology.
6. Organizes and conducts software training for end users; designs and creates training materials and provides specialized training.
7. Provides support and assistance for special projects.
8. Designs and codes screen layouts, graphical user interfaces, printed outputs and interfaces with other systems.
9. Sets up and maintains electronic mail accounts and provides training for users.
10. Researches, evaluates, and provides recommendations on new computer technology.

EMPLOYMENT STANDARDS

ABILITY TO:

Analyze, design, and develop computer programs and systems; assist users in troubleshooting system problems; perform complex technical tasks accurately and within defined deadlines; identify, evaluate, and solve program problems; learn new technology; communicate effectively; work in a team environment; prepare written reports and make oral presentations; plan and present training and/or give presentations to individuals and groups; establish and maintain effective working relationships.

KNOWLEDGE OF:

Principles, practices, and technologies of computer operations, programming, and systems analysis; current computer programming languages; current operating systems; database languages; network and Internet operations and technology; mainframe and microcomputer 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:

Two years experience in systems design.

SPECIAL REQUIREMENTS:

Position requires prolonged video display terminal viewing and extended sitting.