

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: PROGRAMMER ANALYST

BASIC FUNCTION:

Under the direction of an assigned supervisor, program, code, test and maintain District computer systems and programs; review, analyze and modify existing systems and programs as necessary; design, develop and implement new system applications as appropriate.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Program, code, test and maintain District computer systems and programs to meet District needs and provide for system enhancements; troubleshoot, identify, evaluate and resolve system and program problems and malfunctions.

Review, analyze and modify existing systems and programs as necessary; prioritize and respond to requests concerning existing computer systems and programs; evaluate computer system performance and utilization; compile and edit programs and make necessary adjustments.

Design, develop and implement new system applications as appropriate; revise programs as necessary to assure adaptation with existing computer systems; design, install, upgrade and configure software applications to enhance and assure smooth running of assigned computer systems

Serve as a liaison and technical resource to District departments concerning assigned projects; consult with users to provide technical support and to determine system and program requirements and objectives; develop complex systems in response to feedback of District personnel.

Provide technical support to Department staff and technology users; respond to inquiries and provide training and information concerning the proper use and operation of computer systems and programs; respond to inquiries and provide information concerning related practices and procedures.

Facilitate the collection, management, manipulation, reporting and distribution of computerized data used for analysis; perform growth analysis and capacity planning for databases to assure systems meet District needs.

Debug programs by preparing test data and testing program operations; run test data in actual computer operations; detect and resolve programming errors and miscalculations.

Write, maintain and modify web pages utilizing various software programs; monitor, evaluate and configure filters for internet activity; maintain District e-mail systems as assigned.

Perform a variety of database and network administration activities including establishing and maintaining security and data integrity as required; monitor, maintain and assure proper integration and functionality of servers; install, upgrade and configure network operating systems.

Estimate time requirements for assigned projects; assist with scheduling, planning and coordinating

project activities; assist with adjusting resources to meet system needs; provide input concerning the development of departmental budgets and related proposals.

Train and provide work direction and guidance to designated personnel as assigned; assign and review work for accuracy, completeness and compliance with established requirements.

Communicate with District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Operate computers and peripheral equipment including terminals, printers and servers; perform disaster recovery procedures as needed; drive a vehicle to conduct work.

Assist in coordinating system support and contracts with vendors; assist in assuring compliance with contract specifications

Prepare and maintain a variety of records and reports related to assigned activities; write operation procedures and documentation for computer systems and applications; assist in the development of computer system security, usage and disaster recovery policies as directed.

Maintain current knowledge of computer technology including operating systems, utilities and programming languages.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices and techniques of database structures, computer programming and system design.

Computer programming systems, utilities and applications used within the District.

Applicable programming languages.

Principles, practices, procedures and equipment involved in server maintenance and network and database administration.

Methods and procedures of operating computers and peripheral equipment.

Database structures, on-line applications and system capabilities of the District's computer systems.

Principles and techniques of systems analysis.

Technical aspects of field of specialty.

Techniques of testing and debugging computer programs.

Record-keeping and report preparation techniques.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

ABILITY TO:

Program, code, test and maintain District computer systems and programs to meet District needs, resolve data problems and provide for system enhancements.

Review, analyze and modify existing systems and programs as necessary.

Design, develop and implement new system applications as appropriate.
Provide training and information concerning the proper use and operation of computer systems and programs.
Troubleshoot and repair system malfunctions.
Detect errors in data and program structure, logic and coding.
Test and de-bug programs for accuracy and reliability.
Design programming solutions for application and system problems and malfunctions.
Analyze requests for system additions and revisions.
Maintain records and prepare reports.
Complete work with many interruptions.
Meet schedules and time lines.
Work independently with little direction.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in computer science or related field and one year of increasingly responsible programming and program analysis experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to reach computer equipment.
Seeing to view a computer monitor.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224

Office-Technical Job Description

*Adopted by BOT 1/25/03
Revised BOT 1/23/06*