

PROGRAMMER ANALYST

Purpose Statement

Under the direction of an assigned manager and/or supervisor, programs, tests and maintains District enterprise applications and programs; reviews, analyzes and modifies existing systems and programs as necessary; designs, develops and implements new system applications as appropriate.

Essential Functions

- Programs, tests and maintains District enterprise applications and programs to meet District needs and provide for system enhancements; troubleshoots, identifies, evaluates and resolves system and program problems and malfunctions.
- Reviews, analyzes and modifies existing systems and programs as necessary; prioritizes and responds to requests concerning existing enterprise applications and programs; evaluates performance and utilization of enterprise applications performance; programs, designs, tests, and maintains custom reports.
- Consults with users to provide technical support and to determine system and program requirements and objectives; develops complex systems in response to feedback from District personnel.
- Provides technical support to Department staff and technology users; responds to inquiries and provides training and information concerning the proper use and operation of enterprise applications and programs; responds to inquiries and provides information concerning related practices and procedures.

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

- Performs quality control checks by preparing test data and testing program operations; runs test data in actual computer operations; detects and resolves programming errors and miscalculations.
- Performs a variety of database tasks ensuring proper security and data integrity as required.
- Identifies and evaluates user requirements for report development; develops SQL scripts, views, and stored procedures to produce report data; utilizes reporting tools such as Crystal Reports, Report Builder, and Visual Studio to produce reports.
- Estimates time requirements for assigned projects; assists with scheduling, planning and coordinating project activities; assists with adjusting resources to meet system needs; provides input concerning the development of departmental budgets and related proposals.
- Trains and provides work direction and guidance to designated personnel as assigned; assigns and reviews work for accuracy, completeness and compliance with established requirements.
- Communicates with District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Operates computers and peripheral equipment including PCs, printers and servers as needed.
- Prepares and maintains a variety of records and reports related to assigned activities; writes operation procedures and documentation for enterprise applications; assists in the development of enterprise applications, usage and disaster recovery policies as directed.

Other Functions:

- Performs related duties as assigned.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating computers and peripheral equipment; oral and written communication skills for record-keeping and report preparation; interpersonal skills using tact, patience and courtesy.

KNOWLEDGE is required to perform advanced math; review and interpret complex materials; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job include: principles and techniques of advanced systems analysis, design and programming; current industry standard programming applications; relational database applications including MS SQL and Oracle; reporting tools such as Crystal Reports, Report Builder, and Visual Studio; and applicable enterprise applications, utilities, and programs used within the District.

ABILITY is required to test and maintain District enterprise applications and programs to meet District needs; resolve data issues and provide for system enhancements; analyze review and verify datasets; provide training and information concerning the proper use and operation of computer systems and programs; troubleshoot and resolve system malfunctions; detect errors in data and program structure and logic; test programs for accuracy and reliability; respond to issues by diagnosing logic; analyze requests for system additions and revisions; maintain records and prepare reports. Flexibility is required to work independently with little direction; complete work within established schedules and time lines and with frequent interruptions; collaborate with technical and non-technical users in a wide variety of circumstances; communicate effectively orally and in writing; establish and maintain cooperative and effective working relationships with others.

Working Environment

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The usual and customary methods of performing the job’s functions require the following physical demands: standing; walking; sitting; using hands to finger, handle or feel objects, tools or controls; reach with hands and arms; stoop; kneel; crouch; talk and hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision. The noise level in the work environment is usually moderate.

Education/Experience

Any combination equivalent to college degree in computer programming or related field and three (3) year of increasingly responsible programming and program analysis experience.

Required Testing

None Specified

Certificates & Licenses

Valid California Driver’s License

Continuing Educ./Training

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance.

“Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person group with one or more of these actual or perceived characteristics.” SUHSD Board Policy 0410

Office-Technical Job Description

Salary Range 73

Adopted by BOT 01/25/03

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