

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: PROGRAMMER ANALYST

BASIC FUNCTION:

Under the direction of the Technology Manager, analyzes departmental and individual requirements for computerized solutions; develops, implements and maintains computer applications within the administrative and instructional support areas; serves as a technical advisor to staff and other District personnel regarding assigned applications.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Analyzes departmental and individual requirements for computerized solutions; programs, codes, tests and maintains assigned computer systems and programs; troubleshoots, identifies, evaluates and resolves system and program problems and malfunctions; performs various duties in maintaining and providing support for separate systems, databases and programs as assigned.

Communicates with various personnel, departments, users, database administrators, outside vendors and outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Develops program code, user interfaces, applications and user documentation using a wide variety of programming languages and tools; contacts support elements; create tables; writes code and queries to create data files; writes batch files and create scheduled tasks to increase the efficiency of District programs and operations.

Implements software applications and application modules for the purpose of providing access to computerized alternatives to manual processes; automates and checks redundant data tasks and performs related duties; utilize applicable codes as required by assigned organizations.

Operates job-related equipment including computers, assigned software and assigned peripheral equipment.

Participates in a variety of planning and development activities including Districtwide committees; assists with creating short and long range plans for programming support to the District.

Provides responses to District and school site data report requests; prepares and maintains reports and written materials related to assigned activities.

Serves as a technical resource to department and District staff and assists with evaluating vendor software and providing information and advice regarding active or planned projects; provides training for District personnel on the use of new and existing operating systems and application software as assigned.

Tests application software according to established procedures.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

Computer programming systems, utilities and applications utilized.

Applicable programming languages.

Methods and procedures of operating computers and peripheral equipment.

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.
Performing advanced math.
Systems analysis, design and development.
Current generation programming methodology including operating systems, protocols and relational database management systems.
Programming languages.
Principles, practices and techniques of data base structures, computer programming and system design.
Methods and procedures of operating computers and peripheral equipment.

ABILITY TO:

Program, code, test and maintain assigned computer systems and programs.
Review, analyze and modify existing systems and programs as necessary.
Design, develop and implement new system applications as appropriate.
Troubleshoot and repair system malfunctions.
Provide technical assistance to computer systems users.
Detect errors in data and program structure, logic and coding.
Test and de-bug programs for accuracy and reliability.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
Understand and follow oral and written instructions.
Meet schedules and time lines.
Work independently with little direction.
Prioritize and schedule work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in Information Systems, Computer Science or other related field and two years increasingly responsible programming and program analysis experience.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's Job Related Proficiency Test.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.
Seeing to view a computer monitor.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.

FLSA Status

Non Exempt

Approval Date

Salary Range