CLASS TITLE: PROGRAMMER ANALYST

SUMMARY DESCRIPTION

Under the direction of the Systems & Programming Supervisor, perform computer programming tasks; utilize the District computer systems to effectively meet the programming needs of the department; follow technical specifications and programming instructions; assure compliance to applicable standards and policy; maintain documentation as required.

DISTINGUISHING CHARACTERISTICS

Incumbents in the Programmer Analyst classification primarily perform programming and documentation duties and assist with research and analysis under the technical direction of a Senior Programmer Analyst. Incumbents are assigned programming tasks such as developing specifications and instructions for maintenance and routine programs. The Senior Programmer Analyst classification deals directly with users by documenting and understanding the issue or problem through the stages of systems analysis, design, test and implementation. The incumbent is assigned difficult and complex projects and works independently or as a leader of a project team.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1.   Write computer programs to implement new applications using written specifications and instructions; create reports and files for use by users; create and maintain user access rights. *E*

2.   Diagnose regular operational and complex functional problems; research, analyze, evaluate and create solutions. *E*

3.   Perform maintenance programming to debug, correct and/or modify existing programs including performing a study and analysis to identify program errors and to correctly modify program logic to achieve desired results. *E*

4.   Document new programming and program modifications and assist in the preparation of operating documentation; prepare flowcharts. *E*

5.   Meet with users to discuss software problems and programming needs; demonstrate and train others as needed. *E*

6.   Assist with investigation, research and analysis as directed. *E*

7.   Coordinate regularly with Senior Programmer Analysts and Systems & Programming Supervisor to assure timely completion of department programming work. *E*

8.   Assist in system development and implementation of new systems and customization within existing systems; create user documentation and provide training. *E*

9.   Test software for users as needed.

10.   Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Principles and concepts involved in structured systems analysis and structured computer programming.

Various computer systems, languages and software packages.

Programming and computer operations documentation.

Detailed program coding and testing.

Procedures involved in trouble shooting program and database problems.

Proper use of Internet and PC software, and computer-related tools.

Interpersonal skills using tact, patience and courtesy.

Oral and written communications skills.

District organization, operations, policies and objectives.

Ability to:

Effectively and efficiently write programs using and be able to maintain and convert programs written in other languages.

Operate CRT terminals for programming.

Maintain existing programs and systems.

Use PRIME INFORMATION to select and display database information and be able to write paragraphs, phrases, I-descriptors and subroutines.

Follow established programming and documentation standards.

Meet schedules and time lines.

Plan and organize work to meet changing priorities and deadlines.

Maintain records and prepare reports.

Train and provide work direction for others.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: A Bachelor's degree from an accredited college or university with major course work in computer science, information technology or a related field; OR at least two years of related college level course work and two years of general programming or system administration experience.

LICENSE OR CERTIFICATE

Valid California driver's license and a safe driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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