

SENIOR PROGRAMMER ANALYST
(Bargaining Unit Position)
(Range 50)

DEFINITION

Under general supervision of the Director of Computer Services, perform systems planning and implementation, development and maintenance software applications; assist in analysis of hardware and software; and to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

Incumbents serving in this position are at the advanced level of the Programmer series. The Senior Programmer Analyst is distinguished by the requirement to have extensive knowledge of, and experience in, analysis, implementation and support in systems design and implementation. The incumbent must be able to work independently and exercise sound judgment. Incumbents in this position serve as the Project Lead.

Incumbents in this position promote institutional effectiveness by maintaining computer software systems to ensure the systems meet District requirements.

ESSENTIAL FUNCTIONS

- Analyze business, curriculum, student reporting, and other needs of various divisions and translates into programmable form; conduct feasibility studies for computer services requests;
- Develop new software applications, confer with staff and faculty in the development;
- Analyze current system procedures and output levels, and integrate new programs with existing systems;
- Serve as resource person in the identification and discovery and correction of output errors;
- Develop operating instructions for use by computer operators and users;
- Develop, test and/or modify and document computer programs and systems;
- Work independently;
- Develop project schedules;
- Assess staffing and workload implications and feasibility of new system requirements;
- Research new technologies and make appropriate recommendations to the district;
- Assure compliance with regulations and policies;
- Gather, analyze, and draw logical conclusions to data;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- Communicate effectively orally and in writing;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities;
- Perform other related duties as required.

Duties may require the ability to:

- See for the purpose of reading regulations, laws and codes, rules and policies, and other printed matter;
- Hear and understand speech at normal levels;

- Speak so that others will be able to understand a normal in-person and telephone conversation;
- Sit or stand for extended periods of time;
- Lift and/or carry 25 pounds;
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

QUALIFICATIONS

Education:

Required:

- Bachelor's degree in computer science or closely related field.

Experience:

Required:

- Five (5) years of software development in a multi-user environment.

Preferred

- Five (5) years of application development experience with tools used by the District;
- Five (5) years of programming experience with tools and applications of the District.

Or any equivalent combination of education and experience.

Knowledge of:

- Database design;
- Software application analysis, design, coding and testing techniques;
- Project Planning;
- Integrated Administrative Software system (ERP), Sungard HE Banner preferred;
- Database and database tools, Oracle, SQL and PL/SQL preferred;
- Operating system tools, AIX preferred;
- Reporting tools, Evisions preferred;
- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
- Correct usage of English, grammar, spelling, punctuation, and vocabulary;
- District policies and procedures.

CCCUE Approval: 04/27/10
Board of Trustees Approval: 01/07/1998; 05/05/10