

## **Computer Programmer/Analyst**

### **Purpose Statement**

The job of Computer Programmer/Analyst is done for the purpose/s of developing and installing computerized alternatives to manual processes; solving problems, providing information and/or direction as may be required.

This job reports to the Coordinator - Technical Services

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### **Essential Functions**

- Assists with analyzing current system capabilities, procedures and workflows relating to development projects for the purpose of evaluating impact and completing cost/benefit analysis.
- Attends district and departmental meetings for the purpose of providing and/or gathering information relating to job functions.
- Collaborates with a variety of internal and external parties (e.g. programmers, programmer analysts, database administrators, users, government agencies, etc.) for the purpose of providing and/or receiving information and ensuring project success .
- Develops program code, user interfaces, application and user documentation for the purpose of providing computerized alternatives to manual processes.
- Implements software applications for the purpose of providing access to computerized alternatives to manual processes.
- Maintains existing programs (e.g. date mandated reporting changes, data source changes, additional fields, etc.) for the purpose of ensuring ongoing availability of information to meet mandated requirements.
- Oversees production of routine and cyclical reports for the purpose of ensuring completing and submission by target dates and resolving operational problems.
- Prepares a variety of materials (e.g. reports, memos, procedures, project documentation, flow charts, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Researches computer hardware and software applications, vendors, consultants and current technology for the purpose of recommending products that meet district requirements for capabilities and costs and providing technical assistance to district staff.
- Responds to user requests for reports and program enhancements for the purpose of evaluating feasibility and complying when possible.
- Tests application software for the purpose of ensuring that product matches defined requirements and expected functionality.
- Trains selected personnel for the purpose of ensuring their ability to use new and/or existing operating systems and application software.
- Troubleshoots existing application software for the purpose of identifying and resolving issues; providing user training or referring to other resources for resolution .

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating computer equipment and related peripherals; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: operating procedures for servers and computers of various capacity and related peripheral equipment; industry standard programming languages and system development protocols; and computer software and networking terminology.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined processes or defining the process; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; meeting deadlines and schedules and working with frequent interruptions; Have the ability for regular and reliable attendance.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education Community college and/or vocational school degree with study in job-related area.

Equivalency

Required Testing

Certificates

Bachelor's Degree in Computer Science or related field

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

12/21/2018

Salary Range