

## PROGRAMMER ANALYST

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### **DEFINITION:**

Under general supervision, provides high level technical and analytical support for all phases of the colleges application software life cycle. Provide training and support; design and write applications in a highly developed relational database and networked environment. Work independently to coordinate and perform difficult and complex programming in the analysis of systems requirements and the preparation of computer programs. Provide computer solutions within and across divisions through designing, creating, or modifying computer programs.

### **DISTINGUISHING CHARACTERISTICS:**

This classification is distinguished from other information technology related classifications by its focus on the performance of complex functions related to computer programming and analysis of computer systems.

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Creates, tests, verifies, debugs, revises and refines complex programs; revises and refines existing programs and systems
- Understand and translate user needs into logical system and programming design, file design, data definitions and interrelationships between fields, files and functions using standard system analysis methods and modeling techniques
- Write specifications for customer requests; determine system testing and acceptance requirement
- Write computer code necessary to accomplish specified tasks; test and debug programs
- Write and modify program, file, field, operational and customer documentation for support applications according to standards
- Studies, analyzes and resolves program problems as assigned; consults with computer staff regarding operational problems and objectives
- Prepares detailed flow charts and documentation for computer programs; writes operating instructions for the processing of jobs and reports; exchanges information with technology department staff regarding programming project plans, staff assignments and workload priorities
- Provides technical information to users
- Meets with MIS staff to analyze and resolve more complex problems as they occur
- Attends workshops, seminars and other meetings to obtain current information
- Evaluates, develops, writes and presents systems proposals on operations of moderate and larger scale; prepares documentation, including instructions and procedures for the preparation, processing and control of assigned systems
- Reviews performance of installed systems to ensure that desired performance and application objectives are met; recommends corrective action when necessary
- Trains and coordinates the work of other programming staff as needed
- Performs other duties as assigned

### **MINIMUM QUALIFICATIONS:**

#### Required

SQL programming skills  
Visual Basic for application skills within Microsoft Office

#### Knowledge of one or more of the following is helpful:

- Oracle Internet Developers Suite, including Oracle Forms
- Microsoft Visual Studio focusing on Visual Basic
- LAMP environment highly desirable, especially PHP skills
- Reporting tools such as Oracle Discoverer or Crystal Reports
- Sungard Banner database schema
- Computer programming principles, techniques and procedures for administrative, business and

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- academic applications
- Operating principles and characteristics of an Oracle database system in both a Windows Server 2003 and Linux environments
- Personal computer hardware and software utilized by the district's analysis and design procedures and techniques
- Batch and on-line applications
- Methods of form and document design
- Techniques for instructing others in software usage job planning, prioritizing and scheduling techniques

### Skill in:

- Analyzing systems and problems and developing new or modified applications to meet varied needs
- Analyzing system requirements and selecting appropriate hardware and software solutions
- Developing logical procedures and developing tests to validate program design
- Troubleshooting hardware and software problems and debugging programs and applications
- Preparing clear and concise program documentation, user procedures, reports of work performed, and other written materials
- Translating user department needs into operational applications instructing user department staff in the operation of new or revised computer applications, including explaining system concepts to non-technical users
- Exercising sound judgment within established guidelines
- Establishing and maintaining effective working relationships with those contacted in the course of work

### Ability to:

- Read, analyze and interpret technical manuals, procedures and instructions
- Define problem areas, collect and evaluate data, and make appropriate recommendations
- Make arithmetic calculations accurately and rapidly
- Communicate effectively, both orally and in writing
- Attend to and analyze detailed information
- Exercise discretion and safeguard the confidentiality of information
- Understand and follow oral and written directions
- Effectively interact with other staff, operating departments, and representatives from vendors
- Trace, identify, and resolve hardware and software malfunctions

### Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record; must be willing to work days, evenings, and weekends at on and off campus locations.

**ILLUSTRATIVE EDUCATION AND EXPERIENCE:** A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Two years of college level course work with major course work in computer science, business procedures or a closely related field and three years increasingly responsible experience in programming business and/or academic applications in an Oracle database environment.

**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties are:

Vision to read printed material and computer screens; speech and hearing to communicate in person and by telephone; mobility and dexterity to work in a standard office and equipment repair facility and use standard office equipment and computers. This work is performed primarily in an office setting but includes travel between college locations.