

JOB DESCRIPTION
San Diego County Office of Education

PROGRAMMER/ANALYST

Purpose Statement

Under general supervision, the Programmer/Analyst performs technical work in the study, use, modification, and documentation of assigned computer software; performs a combination of systems analysis and programming, with emphasis on basic programming activities, in the design, development and implementation of computer applications.

Diversity Statement

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions

- Codes program instructions for new and existing ERP and business applications, web-based applications, windows applications, mobile applications or Cloud and operating systems applications, as appropriate or required.
- Tests programs, audits test results and corrects errors in program logic, develops test environments for applications as assigned.
- Develops and maintains electronic forms, records interfaces and reports aligned to business needs.
- Designs efficient program components and functions using general industry best practices.
- Collaborates with supervisors and team members to arrive at solutions to programming and systems design issues.
- Conducts limited configuration analysis and design of existing systems and/or third-party vendor software.
- Assists in the documentation of applications, including errors and testing.
- Participates in research and development team activities.
- Uses modern search tools and support resources to discover or validate techniques.
- Modifies existing programs.

Other Functions

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

Knowledge and Abilities:

Knowledge of:

Basic knowledge of the principles and techniques of computer programming and applications systems design, testing and documentation;

General knowledge and competence in ERP and system level programming languages, tools, and databases, such as Oracle SQL, PL/SQL, PeopleCode, SQR and other reporting tools, REST and SOAP interfaces, Essbase and Oracle PLM tools, using the appropriate related tools such as PeopleSoft Application Designer and DataMover, Oracle OCI Development, etc.;

General knowledge and competence in web-centric programming languages and databases, such as .NET 4.0+, AJAX, C#, SQL Reporting Services, MySQL, jQuery, SharePoint, CSS, JavaScript, VBScript, HTML5, XML, and SQL, PHP, and other standard and/or evolving technologies

General knowledge and competence in cloud-based environments and support and development tools, including Oracle OCI, Amazon AWS, and Microsoft Azure, or other cloud-based environments;

Team Foundation Server and other systems tools such as ServiceNow;

Agile programming methodologies;

Software DevOps activities.

Ability to:

Under general direction, apply programming techniques to a variety of application problems activities;

Design cost-effective systems and programs using assigned programming languages;

Analyze and solve problems in program logic;

Communicate effectively, orally and in writing, write clearly and concisely;

Work effectively, independently and as a member of a team to establish and maintain effective relations with others;

Help project team meets required deadlines;

Utilize project management software;

Program software effectively and efficiently, producing maintainable code;

Quickly learn new technologies and design/develop solutions to support clients;

Organize and prioritize work;

Exercise appropriate judgment in making decisions;

Maintain confidentiality of information;

Demonstrate attendance sufficient to complete the duties of the position as required.

Working Environment

Office environment

The usual and customary methods of performing the job's functions require the following physical demands: ability to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience Two (2) years work experience in in the programming, development and documentation of a complex enterprise information system, including experience developing software applications.

Education College-level coursework in programming, computer science, information systems, or related field.

Equivalency A combination of education and experience equivalent to college-level coursework in programming, computer science, information systems, or related field and two (2) years work experience in in the programming, development and documentation of a complex enterprise information system, including experience developing software applications.

Required Testing

N/A

Certificates

N/A

Continuing Educ./Training

N/A

Clearances

Criminal Background Clearance
Criminal Justice Fingerprint/Background Clearance
Drug Test
Proof of physical examination including TB Screen

FLSA State: Non-Exempt

Salary Range: Classified Support Grade 60

Personnel Commission Approved: June 15, 2022

Revised: N/A