JOB TITLE: Information System Programmer Analyst

SALARY LEVEL:	Step 30	DIVISION:	Classified
DEPARTMENT:	Technology	LOCATION:	District
REPORTS TO:	Maintenance Supervisor		
APPROVED BY:	Board of Trustees	DATE:	June 19, 2019

SUMMARY: Under general supervision and direction, perform specific programming functions as necessary for establishment, maintenance, modification and administration of District's student information system; Perform such functions as necessary to generate required data files for state, federal and third party data systems (Including, but not limited to Calpads, CBEDS, OCR, CASEMIS, CSIS, Info Snap, CAASPP, ELPAC AERIES etc.). Provide support to users for problems that cannot be solved by general data personnel; Format data for analysis.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other related duties may be assigned.*

- Provides district level administration of Student Information System; Federal, State and third party data systems; Establishes security protocols for data management.
- Generates and uploads data files required for Student Information System, Federal, State and third party data systems (E.g. Calpads, CSIS, CBEDS, CASEMIS).
- Design data collection procedures for capturing testing results and loading results into student information system (E.g. CAASPP, CAST, ELPAC).
- Designs, implements and documents customization of District's Student Information System.
- Plan, design and create scripts and queries to disaggregate data for various reporting and dissemination of information and assist district personnel with compiling data needed for Federal, State and local reports.
- Identify and resolve data integrity problems, monitor, maintain and update databases for accuracy, consistency and standardization of all data.
- Perform internal audits regarding the district student data input process, including documentation and reporting from school sites and work with district staff to resolve discrepancies.
- Provides reporting capability for requirements not met by student information and/or third party data systems.
- Attends meetings and trainings to keep up with changers in Student Information System. State, Federal and third party data systems.
- Generates timelines and cost estimates for the design of system updates.
- Assists in evaluation of vendor proposed software and hardware including evaluation of impact of proposed software on student information system.
- Provide periodic written reports as required.
- Provides training on utilization of district data processing services.
- Provides training to first-level student information system support staff.

- Provides second-level technical support for student information system.
- Acts as liaison with vendor contracted programming services.
- Operates a variety of computer related equipment including microcomputers, optical scanners and printers.
- Supports and assists the Education Technology Specialist and Network Specialist with department projects, work orders and training as time permits.
- Performs other duties as required to accomplish the objective of the position.

QUALIFICATION REQUIREMENTS: Knowledge of data processing concepts and procedures; Data entry; Proficient in Microsoft Excel; Database programming such as MS-Access and SQL Server; Basic statistical methods; Word processing; Ability to develop, modify and maintain computer programs with necessary documentation and backup; Operate a variety of computer equipment, printers, scanners, etc.; Plan and organize work to meet schedules and timelines; Ability to work independently and with others; Self-awareness of appropriate interpersonal and professional skills to use while assisting district employees and other contacts outside of the district; General understanding of modern office practices and procedures, including managing deadlines.

ABILITIES: Must be able to perform all of the relevant duties of the position independently, with general supervision and/or with minimum direction; Work effectively with all staffing levels using a flexible style of communication that is effective for both technical and non-technical users; Identify and apply appropriate interpersonal and professional skills to build positive and effective partnerships within and outside the district; Make decisions within the framework of established guidelines; Work effectively with all levels of district staff; Interpret and apply technical, instructional and/or business material, rules, procedures and policies; Ability to learn district-wide application systems and processes; Ability to maintain consistent, punctual and regular attendance; Ability to speak clearly and concisely both in oral and written communication; Ability to perform duties with awareness of all district requirements and Board of Education policies.

EDUCATION AND/OR EXPERIENCE: AA/AS Degree or equivalent is required with emphasis in Computer Science, Information Systems and/or Data Processing. Bachelor's Degree is preferred or any combination of education and experience equivalent to graduation from an accredited college or university with a major in Computer Science/Business Administration, Information Systems or a closely related field in preparation for data processing.

MATHEMATICAL SKILLS: Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES AND LICENSES:
- California Driver's License (required by the first day of service).
- First Aid Certificate is preferred.

PHYSICAL DEMANDS: The physical demands described here 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 functions.

Work is completed within an office environment that has multiple interruptions and requires frequent travel between district sites. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators and the general public.

While performing the duties of this job, the employee is regularly required to sit and talk or hear, stand, walk, reach with hands and arms; stoop or kneel; crawl. Ability to lift and carry ten (10) pounds occasionally. Infrequently lifts up to twenty five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. With or without the use of aids, requires sufficient visual acuity to recognize letters, words and numbers to read printed materials; Sufficient arm, hand, finger, hand/eye coordination and manual dexterity to write and operate a personal computer keyboard and other office equipment; Ability to hear and understand in person and on the telephone; Sufficient body movement and mobility to drive an automobile when required.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually very quite, but in lab situations it may be moderate to noisy.