

JOB DESCRIPTION QUESTIONNAIRE – CLASSIFIED POSITIONS

School District 27J

It is expressly understood that there is a possibility, if you are requesting a reclassification, that this position may come in under the current grade. It is further understood, if that should occur, you will be frozen at your current rate of pay until the market catches up with your salary.

PLEASE NOTE: **ONLY ONE QUESTIONNAIRE SHOULD BE COMPLETED FOR EACH JOB TITLE.**

 QUESTIONNAIRES MUST BE TYPED OR CLEARLY

PRINTED.

1. Job Information

Official job title: Programmer Analyst

If you recommend a different job title, please specify the recommended job title and obtain administrative supervisor approval for the title change: Recommended title: _____ Supervisor Approval _____

Name(s) of Person(s) Completing the Questionnaire_ Jeremy Heide _____

Work Telephone Number 2906; 2890; 2912 _____ Date 9-7-2021 _____

This position is scheduled to work: 12 months, and 8 hours per day.

2. Organizational Relationship

Department Technology _____

Location/Building Technology Center _____

Reports to: Name Jeremy Heide _____ Title CIO _____

3. Summary of Job

Responsible for providing application development, reporting and support for interactive processes between Student Information Systems software, Financial software, CDE Pipeline, Payment Solutions, and Nutrition, Online education software integration.

4. Essential Job Elements

Please list the essential (must be done) tasks performed to achieve the purpose of this job. Include up to 13 of the most important tasks. Please be brief; **the job description will be limited to two pages.** Be sure to define any abbreviations. After you have listed the tasks, estimate the frequency each task is performed -- **(D)** daily, **(W)** weekly, **(M)** monthly, **(A)** annually. **Please assign only one frequency code to each task.** Also, estimate the percentage of time each task requires on an annual basis. The total, including the percentage allocated to “other duties as assigned,” must equal 100 %.

Job Tasks Descriptions

Frequency

% of Time

Each task should begin with an action verb, for example “develop,” “implement,” etc. Avoid verbs that do not describe actions, such as “perform,” “handle,” or “process,” without descriptors that show the extent of skill required.

Daily = **D**
Weekly = **W**
Monthly = **M**
Annually = **A**

Considered on an annual basis

Job Task Descriptions	Frequency	% of Time
Develop, support and maintain data integration and exchange between Infinite Campus and other district programs/applications such as Alio, RevTrak, PaySchools, SDMS, etc.	D	20
Design, develop, test, deploy and support customized reports, using Microsoft SQL Reporting Services, Microsoft Visual Studio, Microsoft Excel,	D	20
Write SQL scripts to analyze data integrity, export data, or to populate data fields depending on relationships to other data within the technology systems.	D	20
Design, develop and implement imports of external data into the databases, using SQL scripting as needed for data requirements.	D	20
Ensure accurate data by comparing, analyzing, and auditing data necessary for required Colorado Department of Education data collections	M	15

Other duties as assigned	A	5
Total		100%

5. Qualifications: Education, Experience, Skills, Knowledge, and Licenses

Assume you are promoted to another position and are given the responsibility for finding a person to fill this job. Think of the **minimum** level of education, experience, and skill a newcomer must possess to **enter the job** and successfully accomplish the essential duties of the job. These qualifications may not necessarily reflect the qualifications that you have.

A. Education:

- Two years of high school, vocational school, or equivalent on-the-job training and experience.
- Four years of high school, completion of G.E.D., or equivalent vocational school or short term courses, such as typing, dictation, computer training, commercial driver training, commercial trade training, etc. Specify vocational or short term courses required, if applicable:

- Four years of high school or equivalent, plus specialized technical courses in business, vocational school, or community college related to a trade or skill. For example, office and secretarial work, word processing, basic computer skills, bookkeeping, or a recognized apprenticeship program toward a trade level or licensing, such as carpentry, plumbing, electrical, etc. Specify courses/area of study required:

- Four years of high school, plus post-secondary courses in business or vocational school equivalent or up to one year of college. The job holder may be required to have and maintain special licenses, such as journeyman or certifications acknowledged by a governmental authority. This does not include a general state automobile driver's license, CPR or first aid training, food handler certificate, or similar licenses or certificates. Specify courses/area of study required:

- Four years of high school, plus specialized advanced courses in business or vocational school up to two years of college. Specify courses/area of study required:

- Bachelor's degree or above or equivalent advanced training pertinent to the position requirements,

B. Related Work Experience Check the appropriate box that best represents the **total** years of experience required for this position. Also, indicate the area(s) in which the experience is required, such as mechanics, plumbing, word processing, , dealing with children with special needs, transportation, etc. **Please check only one box. You may specify multiple areas of experience for the experience level chosen, and indicate individual experience levels required.** For example, if a grounds worker position requires three years of total experience (one year of experience in pesticide application and two years of experience in turf maintenance), he/she would check the second box, and write in "pesticide application - 1 year; turf maintenance - 2 years" on the lines provided.

- No experience, and up to and including two years experience in (specify area(s))

- Over two years, and up to and including three years experience in (specify area(s))

- Over six years** experience in (specify area(s)): Student Information Systems Applications Support or Information Management Technology, with experience in implementation, data analysis, and SQL, or similar programming languages such as JavaScript, C#, R, Python, Ruby, PowerShell, etc.

C. Skills, Knowledge, or Training Required To perform the essential duties of this job, please indicate the special skills, knowledge, and training the person **must** have to enter this position. This could include knowledge of a language, basic mathematics, basic writing, basic microcomputer skills, advanced microcomputer skills, computer software skills, accounting, information technology, complex maintenance or mechanical systems, dealing with children with special needs, CPR, First Aid, nutrition, asbestos removal, etc.

Strong written and oral communication, interpersonal, analytical, troubleshooting, decision making, multi-tasking, organizational, customer service and time management skills. Excellent knowledge of advanced SQL query techniques in addition to experience with automating export/import tasks, experience in integration and automation of applications, queries in similar programming languages such as JavaScript, C#, R, Python, Ruby, PowerShell, etc. High level of experience in systems analysis and programming methodologies. Extensive knowledge creating and implementing Stored Procedures and SQL coding or similar programming languages such as JavaScript, C#, R, Python, Ruby, PowerShell, etc Demonstrated understanding of basic database design, Infinite Campus applications, SQL or similar programming languages such as JavaScript, C#, R, Python, Ruby, PowerShell, etc. and report writing tools. Ability to work under pressure and manage conflicting priorities and deadlines. Ability to troubleshoot business processes and software design related issues. Ability to document and design business processes and logically assess user requirements within the scope of business processes and software limitations.

D. Required Licensing, Registration, or Certification Indicate any special licensing, registration, or certification that is **required** to perform the essential duties of this job. This may include journeyman license, master level license, valid Colorado automobile driver’s license*, commercial driver’s license (CDL), food handler certificate, CPR, First Aid, Department of Transportation physical examination, etc. Check (☐) if the license, registration, or certification is required to enter the job, is preferred at hire but not required, or can be acquired within some period after entry. If required after entry, indicate the number of months in which the license, registration, or certification must be obtained after hire.

Special Licenses, Registrations, or Certifications	Check/complete only one box for each line		
	Required for hire	Preferred at hire, but not required	Must acquire after ? months (Indicate # of months)
1. Colorado Drivers License	X		
2. Infinite Campus SQL & SSRS Reporting			3
3. Campus Certified Administrator Certification			6
4. Mastering the Infinite Campus Database I & II			6

* This does **not** include getting to and from work or moving between locations during the work schedule if other modes of transportation are typically available.

E. Equipment Operating Requirements Describe any special equipment, such as office equipment, computer hardware, specific heavy equipment, etc., or computer software experience required to perform the essential duties of this job. Check (☐) if the ability to operate or use the equipment or software is required to enter the job, is preferred at hire but not required, or can be acquired within some period after entry.

Special Equipment Operating Requirements	Check/complete only one box for each line		
	Required for hire	Preferred at hire, but not required	Must acquire after ? months (Indicate # of months)
Microsoft Office Suite	X		
Infinite Campus Application	X		
SQL		X	3

6. Supervision/Technical Responsibility

A. Does this position supervise others? Yes _____ No X **If “no,” skip to Section 6E.**

B. Describe the capacity in which this position supervises others. Include the type of position this person holds, such as coordinator, lead in a work group, supervisor, or unit supervisor. Also, indicate the nature of this supervisory role, such as whether this position is responsible for hiring, discipline, termination, directing work, etc

C. What percentage of time does this position spend conducting supervisory responsibilities, such as training, assigning work, discipline, performance reviews, etc.? Up to 50% ☐ 51% - 75%
 ☐ Over 75%

D. List the complete job title for each title this position supervises. Include the unit name or department, and the number of employees in the positions supervised. Also, indicate whether the positions report directly to this position or through a subordinate supervisor or group leader.

Position Titles Supervised	Unit or Department Name	# of Employees	Check only one box for each line	
			Reports directly to this position	Reports to this position through sup or grp leader

E. Describe the extent this position serves as a technical resource to others in such areas as curriculum, special education, bilingual skills, technical areas (e.g., computers, heat and air conditioning systems, hazardous materials, electrical systems, electronics, plumbing, etc.), or business applications (e.g., accounting, finance, payroll, etc.). Remember, a “technical resource” means that this position helps and trains others as part of the assigned job duties. Acts as a technical resource for school and district staff regarding Infinite Campus and state reporting requirements and other district and Federal data requirements. Train employees in proper and essential data entry and extracts for some state reporting submissions.

Injury	Injuries Associated with this Position (□)	Cause(s) of Injury (Specify)	Recipient(s) of Injury (Specify)	Exposure Level (Low, Med, High)
Bruises				
Cuts				
Burns: Chemical				
Burns: Heat				
Fractured bones				
Hernia				
Disease				
Repetitive motion or stress				
Loss of limb				
Loss of sight				
Disfigurement				
Fatality				

10. Working Conditions

The following information regarding this position is important to determine if accommodations can be made under the Americans with Disabilities Act (ADA). Please indicate the activities, demands, functions, and environments that are experienced in performing the essential job elements. **Indicate only the activities, demands, functions, and environments that this position is exposed to due to the primary nature of the job.** The categories below would affect either job performance or safety to oneself and/or to others. The amount of time indicated should reflect the portion of a work day where that activity, demand, function, or environment is encountered.

A. Physical Activities

	Amount of Time (□)			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Physical Activities continued:	Amount of Time (□)			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Sit			X	
Use hands to finger, handle, or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell		X		

B. Weight and Force Demands

	Amount of Time (□)			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds				
Up to 100 pounds				
More than 100 pounds				

C. Vision Demands Indicate the vision skills required to successfully perform the essential functions of the job. Check all the boxes that apply. Indicate only the vision demands that are required to meet the essential duties of the job.

- No special vision requirements
- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision
- Depth perception
- Ability to adjust focus

D. Work Environment

	Amount of Time (□)			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			

Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	UNKNOWN			
Toxic or caustic chemicals	UNKNOWN			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

E. **Noise** Select the level of noise that is typical in the work environment for this job.
 Very quiet Quiet Moderate Loud Very loud

F. **Mental Functions**

	Amount of Time (□)			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy			X	
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X
Mental Functions continued:	Amount of Time (□)			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Use interpersonal skills				X
Compile				X
Negotiate		X		
Other (specify)				

11. Other Information

Use the space below to record any other information that you feel should be considered in developing the job description for this position.

With the growth in the district, we have many more users to support and schools to set up and maintain. State reporting changes and requirements are changing significantly. This leads to ongoing implementations requiring research, set up, change management, documentation and training. Constant change also leads to increased incidences of support issues, design of custom forms, and custom data fields as requested for reporting or district requirements.

12. Participant Signature

Participant Signature(s) _____ Date _____

PLEASE FORWARD YOUR COMPLETED QUESTIONNAIRE TO YOUR SUPERVISOR FOR REVIEW AND SIGNATURE.

OBTAIN YOUR SUPERVISOR'S SIGNATURE ON PAGE 1 IF YOU RECOMMEND A TITLE CHANGE FOR THIS POSITION. Title change recommendations will not be considered by Human Resources without a supervisor's signature.

13. Supervisor Comments and Signature

Please review the employee's responses to this questionnaire. Does he or she adequately describe the requirements and tasks to perform this position? If you believe changes are necessary, note the changes below or write in the changes in a different color ink in the appropriate section of the questionnaire **without changing the employee's response**. Please also review the changes

with the employee.

Your signature acknowledges that you have read this questionnaire and, excluding any edits or comments you make, you agree with its contents.

Supervisor's Signature _____ Telephone No. _____ Date _____

After you and your supervisor have reviewed and signed this questionnaire, please forward it to the Human Resources Department at the Administration Building. Thank you.