

CLASSIFIED JOB DESCRIPTION

PROGRAMMER ANALYST

JOB SUMMARY:

Moves District technology goals forward by participating in application software acquisition and development initiatives under the general direction of District Information Technology (IT) management. Defines, develops, tests, analyzes, and maintains software applications in support of District infrastructure technologies and initiatives. Collaborates with stakeholders and internal IT resources to determine requirements for student and business systems. Uses expert technical-level knowledge to recommend and implement architectures that are scalable, reliable, and usable. Collaborates with IT systems members in infrastructure and database requirements, emergency recovery, security requirements, and integration issues as emerging technologies are integrated with existing infrastructure.

ESSENTIAL JOB FUNCTIONS:

- Analyzes and assesses existing business systems and procedures.
- Assists in the definition, development, and documentation of software business requirements, objectives, deliverables, and specifications on a project-by-project basis in collaboration with internal users and departments.
- Researches, identifies, analyzes, and fulfills requirements of all internal and external program users.
- Interfaces with third party vendors for efficient implementation of new software products or systems and for resolution of any data integration and adoption issues.
- Recommends, schedules, and performs software improvements and upgrades.
- Participates in problem solving with vendors, network administrators, systems analysts, and programmers to assist in resolving problems with software products or company software systems.
- Consistently writes, translates, and codes software and applications according to specifications.
- Develops programming scripts to enhance functionality and/or performance of District applications as necessary and to integrate to third party applications using Microsoft School Data Synch, APIs, SFTP or other methods.
- Develops applications in appropriate developer tools that include MS SQL, SSRS (Reporting Services), SSIS (Integration Services), SSAS (Analysis Services), and Power BI visualizations using current features and functions. Utilizes SharePoint for website intranets/portals and document storage and retrieval.
- Runs, and monitors software performance tests on new and existing programs for the purposes of correcting errors, isolating areas for improvement, and general debugging.
- Responds to issues with applications and generates contact with appropriate vendor(s).
- Develops and maintains user manuals and guidelines.
- Trains end users to operate new or modified programs, as needed.
- Supports California Department of Education, California Longitudinal Pupil Achievement Data System, and Test Operation Management System requirements.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Familiarity with principles, practices, and techniques of general application development including programming and scripting.
- Experience with web-based technology including content management, web services, and various authentication models.
- Knowledge of reporting and dashboard development tools.
- Expertise in relational database design and access methods.
- Knowledge of systems/network administration requirements as related to software development.
- Proficiency in technical writing and specifications development.
- Competency in the theory and practice of implementing and supporting computer operating systems, application software, and other information technology systems.
- Interpersonal skills needed to foster effective and cooperative working relationships with technical support staffs at school sites.
- High school diploma or GED required. College degree in computer science, mathematics, or similar and two years' experience as a programmer.
- Successful completion of fundamental IT theory and practice. Successful completion of accredited IT support training as determined by the IT Service and Support Director.
- Valid California driver's license and evidence of insurability for operation of District vehicles.
- Desired additional experience: Knowledge of MS SQL database management and administration of web applications. Knowledge of SharePoint web administration. Knowledge of SSRS and Power BI data visualization and business intelligence software. Knowledge of SSIS, SSAS, PowerApps, Flow, Office 365, and OneDrive.

Classified Salary Schedule: Range 51
BOARD APPROVED: 11/14/20
09/12/18
09/14/22
07/17/23
08/09/2023