RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PROGRAMMER/ANALYST II (Range 46)

BASIC FUNCTION:
Under the direction of the Director-Data Processing, develop, maintain and install information technology applicable to various District administrative and instructional services.

REPRESENTATIVE DUTIES:
Design and program software applications; work directly with users to create new applications and enhance existing systems using various software tools; develop program specifications and assure responsiveness of automated systems to the needs of users. *E*

Install, test and evaluate third-party software; diagnose problems and provide for updates; serve as District resource for training and evaluating software; represent the District to software vendors. *E*

Diagnose communication problems, test software and troubleshoot problems. *E*

Configure and monitor networks. *E*

Assist users with a variety of questions regarding use of computers; participate in help desk functions as assigned. *E*

Provide for system security; create and maintain user accounts providing access to specified databases. *E*

Provide technical expertise on various matters regarding computer hardware and software; keep abreast of emerging technology. *E*

Provide proper documentation for assigned programs; maintain computer run manuals; assure correct operations of programs. *E*

Provide training to users as necessary in new or revised program applications and on-going orientation to existing District software. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
Principles and techniques of systems and procedures analysis, design and documentation.
Principles and techniques of structured programming.

Ewing & Company
Programmer/Analyst II

Techniques of testing and debugging computer programs.
Operation, capabilities and limitation of computer equipment.
Interpersonal skills using tack, patience and courtesy.
Oral and written communication skills.

ABILITY TO:
Demonstrate proficiency using standardized programming languages.
Analyze user needs and develop effective systems and programs.
Design, code, compile and implement structured computer programs.
Test, debug and document programs.
Train others on new programs.
Communicate effectively both orally and in writing.
Understand and follow oral and written directions.
Prepare clear, complete and concise reports and records.
Meet schedules and time lines.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: two years college-level course work in computer science and three years programming experience.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver's license.

WORKING CONDITIONS:
ENVIRONMENT:
Indoor environment.
Driving a vehicle to conduct work.

PHYSICAL ABILITIES:
Seeing to perform activities.
Hearing and speaking to exchange information.
Lifting to move computer equipment.
Dexterity of hands and fingers to operate a computer keyboard.