

## RIVERSIDE UNIFIED SCHOOL DISTRICT

### **CLASS TITLE: PROGRAMMER ANALYST I (Range 41)**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform technical programming tasks.

#### **REPRESENTATIVE DUTIES:**

Assign workloads to programmers and provide technical assistance to programmers as needed. *E*

Prepare computer run manuals. *E*

Assure correct operation of programs; design flow charts and code computer programs. *E*

Prepare program test data. *E*

Perform maintenance on existing programs and procedures. *E*

Maintain catalog program progress reports and documentation records. *E*

Coordinate programming machine requirements with operations supervisor. *E*

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Operation, theory, and capacity of computers and related data processing equipment.

Programming language and techniques for accounting and statistical applications.

Accounting principles and statistical methods.

System analysis techniques.

##### **ABILITY TO:**

Prepare computer programs and modify programs for efficient operation.

Prepare flow charts.

Analyze situations accurately and devise logical solutions.

Adapt to changes in equipment, configuration, programming language, data systems, and procedures.

Exercise good judgment.

Establish and maintain cooperative and effective working relationships with others.

#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: completion of the twelfth (12) grade with successful completion of basic and advanced programming courses and two years of COBOL programming experience.

#### **WORKING CONDITIONS:**

##### **ENVIRONMENT:**

Office environment.

##### **PHYSICAL ABILITIES:**

Seeing to prepare materials and view computer monitors.

*Ewing & Company*

*Programmer/Analyst I*

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard and related equipment.

Sitting for extended periods of time.