PALOMAR COMMUNITY COLLEGE DISTRICT

PROGRAMMER ANALYST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of complex and technical duties in the analysis, design, programming, testing, implementation and maintenance of the district’s enterprise business systems; to provide computer application and procedural support to district departments and personnel.

This is the full journey level class within the Programmer Analyst series. Work at this level focuses on production support rather than training; employees at this level receive instruction or assistance on new assignments, and are aware of the operating procedures and policies of the work unit. The Programmer Analyst has responsibility for working as a team member in performing the necessary research and analysis to provide management, technical personnel, and end users with the information and specifications required to configure and operate the district’s computer systems. Assists in systems and application implementations including application module updates and/or new application module installations and assists in the development of standards and procedures to obtain optimum, reliable performance of the district’s enterprise business systems.

The Programmer Analyst must possess good technical knowledge and skill in the areas of computer science, application programming, and the operating systems used by the district, and the interpersonal skills necessary to evaluate complex business problems and effectively communicate alternative solutions at the technical and user levels.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Manager of Systems & Programming. Receives functional supervision from higher-level programmer analyst staff.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Analyze, develop, code, test, debug, implement, and maintain programs of enterprise business applications of moderate complexity and scope, using the district’s current application programming and relational database management system toolset. The current toolset consists of Oracle, SQL, SQR, COBOL, Query, Application Engine, Crystal Reports, nVision, and Peopletools.

2. Work independently on basic system and programming specifications utilizing established standards and procedures, and receive instruction and guidance on new or abnormal assignments. Work is usually reviewed by higher-level personnel for accuracy.

3. Assist higher level programmers in the development of complex programs.
4. Learn technical aspects of functional areas and be exposed to functional processes and operations.

5. Verify coded logic by testing and correcting programs following departmental standards.

6. Coordinate and perform the installation of patches, fixes and testing of primary enterprise business applications.

7. Create system and end-user documentation of new programs and changes to existing application systems in accordance with established standards and procedures.

8. Develop modifications or enhancements to existing enterprise business application programs to meet user needs or system design changes; assist in system analysis and design.

9. Participate and assist in user consulting, systems design, and vendor contacts, and communicate with user department staff, vendors and information services personnel to monitor accuracy and efficiency of systems and program.

10. Troubleshoot and solve communication, database, hardware and software problems.

11. Analyze data and perform manual changes to online databases to correct user errors.

12. Prepare appropriate job run instructions for automated job scheduling and/or user initiation of job run.

13. Keep abreast of changes in application technology industry.

14. Document assignment status and apprise management of problems or unexpected resource requirements.

15. Fulfill departmental requirements in terms of providing work coverage and administrative notification during periods of personnel illness, vacation, or education.

16. Attend trade shows and conferences; stay abreast of new trends and innovations in the computer field.

17. Operate a variety of computers, network servers and other peripheral equipment.

18. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

- Principles and techniques of computer programming, basic online programming and programming documentation
- Various computer programming languages
- Operating procedures of computer systems and related equipment
- Principles and practices of data base management systems
- Principles and techniques of systems analysis and design
- Principles and practices of data base management systems
- Principles of systems analysis and design
Ability to:

- Analyze, design, program, install and maintain complex computer systems
- Identify, evaluate and solve program problems
- Operate a variety of computer software applications and peripheral equipment
- Read, interpret and apply complex technical publications, manuals and other documents
- Analyze data and develop logical solutions to complex data processing application programming problems
- Prepare clear and concise computerized reports
- Understand and follow oral and written instructions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities
- Multi-task assignments
- Work independently with little direction
- Meet project schedules and timelines
- Plan and organize work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two to three years of increasingly responsible computer programming and analysis experience. Familiarity with the district’s enterprise business system, operating system and database management system is desired. Primary experience should be with large-scale business systems.

Training:

Equivalent to a Bachelor’s degree from an accredited college or university with major course work in computer science or a related field preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; contact with faculty and staff.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard; operating computerized equipment.