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| Position: Programmer Analyst I | Position Number: |
| Department/Site: Information Technology Resources | FLSA: Non-Exempt – (Classified CSEA) |
| Reports to: Director of Information Technology Resources | Salary Range: 40 |

DESCRIPTION:

Under the direction of the Director of Information and Technology Resources or assigned area administrator, the Program Analyst I performs a wide range of moderate complex duties and responsibilities related to computer programming languages, system development and methodologies, data communications, database management, and computer-based office productivity.

DISTINGUISHING CHARACTERISTICS:

Programmer Analyst I in this classification, analyzes manual and automated information and technology systems and procedures; prepare computer programs or modify existing programs as appropriate to respond to user needs; create, maintain and support various systems, and assure the integrity of data within the district’s databases; work closely with end users to fulfill assigned requests. The incumbent is expected to keep abreast of changing technologies and to make recommendations to the director of Information Technology Resources, for improved software solutions to meet changing user and service needs.

REPRESENTATIVE DUTIES:

- Analyze and design new and existing systems to accommodate current and future needs for a variety of District wide office functions.
- Produce and design flow charts and make revisions as necessary.
- Use appropriate programming language and development platform; archive and maintain data according to established procedures.
- Create installation packages and deploy new software solutions; write, code, debug, test and document various programs, assigned languages, databases, data warehouses and utilities.
- Analyze program objectives and design desired output including the creation of forms and reports in compliance with district wide, local, state and federal reporting
- Respond to routine customer calls and requests for application programming support and modifications.
- Assist with the development, preparation or modification of technical standards, technical manuals, user documentation, operational procedures and system performance objectives.
- Maintain protection of confidential information files, and electronic data.

- Maintain current knowledge and experience on developments in computer programming equipment, applications, and techniques; participate in training programs as required.
- Compile, organize, analyze and present statistical and technical data.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Programming/database/system interfaces within a student information system in an educational environment.
- Principles, practices, and techniques of computer programming and analysis.
- Designated computer programming languages, including languages in use by the District's and related systems.
- Research and analysis techniques as related to computer programming.
- Oral and written communication skills.

ABILITY TO:

- Design complex methods of processing data.
- Demonstrate proficiency in a designated computer programming language and software.
- Analyze and prepare programming flow charts and diagrams.
- Detect errors in data and program structure, logic and coding.
- Test, debug, and document programs
- Write clear and concise programming documentation.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited college or university with major course work in computer science, information technology or a related field **and** two years of computer programming experience.

WORKING CONDITIONS:

PHYSICAL DEMANDS:

Physical, mental, and emotional stamina to perform the duties and responsibilities of the position, including sitting at a computer for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard.

Vision in order to read computer screens and documentation.