CLASS TITLE: **SENIOR PROGRAMMER ANALYST**

SUMMARY DESCRIPTION

Under the direction of the Systems & Programming Supervisor, plan and conduct studies typically involving multiple and major systems and programs; provide work direction and guidance to other staff as assigned.

DISTINGUISHING CHARACTERISTICS

The Senior Programmer Analyst classification deals directly with users by documenting and understanding the issue or problem through the stages of systems analysis, design, test and implementation. The incumbent is assigned difficult and complex projects and works independently or as a leader of a project team. Incumbents in the Programmer Analyst classification primarily perform programming and documentation duties and assist with research and analysis under the technical direction of a Senior Programmer Analyst. Programmer Analysts are assigned programming tasks such as developing specifications and instructions for maintenance and routine programs.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1.   Develop the functional specifications for specific applications and systems; develop applications using high-level program language and computer-aided software engineering tools. *E*

2.   Code, design and prepare programs for production; write documentation for user and operations. *E*

3.   Test programs and linkage to other programs with the system; verify and debug programs. *E*

4.   Receive requests and establish processes and specifications; analyze scope and progress; report progress periodically. *E*

5.   Working with Senior Systems Analysts, perform a lead role in the implementation of new applications of substantial scope and impact. *E*

6.   Maintain existing programs and systems; develop new systems to meet the goals and objectives of the institution and individual department. *E*

7.   Meet with user groups to determine needs; analyze user requirements; estimate project completion time lines and most efficient method to fulfill needs. *E*

8.   Assist other members of Computer Systems and Services with program and operational problems; diagnose reasons for problems and assist as necessary to communicate the technical content of the program; prepare narrative descriptions, analyses, recommendations and functional specifications. *E*

9.   Prepare system programs, context diagrams, data flow charts, data dictionaries, decision tables and other documentation as required. *E*

10.   Perform research and analysis in support of system and application projects. *E*

11.   Maintain a variety of records and files. *E*

12.   Provide technical support to programmers, analysts, operators and users. *E*

13.   Provide assistance to the Database Administrator in performing software system administration and database administration duties related to applications as assigned.

14.   Assist with user implementation of data processing systems; provide training as necessary to assure mode implementation.

15.   Attend meetings.

16.   Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:
Principles and procedures of program design, program writing and maintaining program data documentation.
Technical aspects of field of specialty.
Database structures.
Various computer systems and languages.
Methods used in the integration of multiple computer systems.
Techniques of general and detailed procedural analysis.
Detailed program coding and testing.
Structured programming practices and techniques.
Procedures involved in trouble shooting program and database problems.
Proper use of Internet and PC software, and computer-related tools.
Interpersonal skills using tact, patience and courtesy.
Oral and written communications skills.
District organization, operations, policies and objectives.

Ability to:
Program computer systems using standardized computer programming language.
Analyze applications, write and test programs and document completed systems.
Operate CRT terminal for programming.
Maintain existing programs and systems.
Train and provide work direction to others.
Work independently with little direction.
Plan and organize work to meet changing priorities and deadlines. Maintain records and files.
Work confidentially with discretion.
Meet schedules and time lines.
Understand and follow oral and written directions.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: A Bachelor's degree from an accredited college or university with major course work in computer science, information technology or a related field and three years of increasingly responsible experience at the level of a Programmer Analyst; OR at least two years of related college level course work and two years of general computer programming experience and three years of increasingly responsible experience at the level of a Programmer Analyst.

LICENSE OR CERTIFICATE

Valid California driver's license and a safe driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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