

SAN JUAN UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL

CLASS TITLE: SENIOR PROGRAMMER ANALYST
PROGRAMMER ANALYST

CLASS CODE: 543
CLASS CODE: 545

CHARACTERISTICS OF THE CLASS:

Classes in this series are used to develop methods of applying computer technology to the solution of problems; to develop and implement complex programs to achieve desired results; to act as lead person once technical personnel have been assigned; and to do related work as required.

PROGRAMMER ANALYST: Under general supervision, either 1) independently performs programming and analyst work or, 2) participates with other programmer analysts in projects of complex nature

SENIOR PROGRAMMER ANALYST: Under general direction, either 1) acts as a project leader on complex application or 2) works independently on more complex programming and analyst activities.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do all of the listed examples include all tasks which may be found in positions of this class.)

Performs user liaison activities with regard to application development and modification, capabilities of hardware and software, resolution of application software problems, responses to service requests and user training and inservice; develops data processing application systems in conformance with department goals, standards and procedures including feasibility studies, system design, program development and implementation and post-implementation review; assists in preparation and evaluation of bid requests and vendor contracts; provides technical advice, assistance and instruction for installation of data processing and application systems; prepares, implements and maintains application systems documentation; as project leader, plans, organizes and monitors activities of assigned staff and provides supervisors with periodic progress reports of work in progress.

QUALIFICATIONS:

Education and Experience:

PROGRAMMER ANALYST: Equivalent to graduation from four-year college and three years of progressively responsible experience above the trainee level in data processing systems study, design and programming. Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis;

OR

PROGRAMMER ANALYST (cont.): One year experience in San Juan as a senior programmer;
OR
Two years experience in San Juan as a programmer.

SENIOR PROGRAMMER ANALYST: Equivalent to graduation from four-year college and four years experience above the trainee level in data processing systems study, design and programming. Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.

OR
One year experience in San Juan as a Programmer Analyst.

Knowledge and Abilities:

Knowledge of large scale computerized data processing systems, including machine capabilities and applications potential;
Knowledge of principles of analysis and design of large, complex computer systems and procedures;
Knowledge of principles and techniques of complex and technical programming, data processing and programming documentation;
Knowledge of computer logic and mathematics;
Knowledge of records storage and handling techniques;
Ability to analyze, design, program, install and maintain highly technical and complex programs;
Ability to read, interpret and apply complex technical publications, manuals and other documents;
Ability to analyze complex administrative and data systems, identify problems and develop logical conclusions and effective solutions;
Ability to identify and document work systems and procedures, including flow chart and documentation techniques;
Ability to establish and maintain effective working relationships with staff of user departments and data processing employees;
Ability to clearly document procedures and provide training for data processing staff and users on implementation and operation requirements of the system;
Ability to communicate effectively in both technical and non-technical terms;
*Ability to effectively manage complex projects, including maintenance of schedules and timetables for projects assigned to project team members and prepare status reports.

*Applies only to Senior Programmer Analyst.

Approved by Personnel Division
Adopted by Board: 6/24/86