



### **Classification Summary**

Develops, tests, debugs and maintains computer applications programs to meet the District's data processing needs. This is the entry-level of the Programmer Analyst classification series.

### **Supervisory Relationships**

Reports to the Information Systems Supervisor. Receives task definitions and assignments from a Senior Programmer Analysts and/or a Programmer Analyst 2.

### **Distinguishing Characteristics**

This classification is distinguished from the Programmer Analyst 2 class by its emphasis on applications programming rather than systems analysis and integration. Incumbents are engaged in coding, testing, debugging, documenting, and maintaining specific applications programs; and may perform some systems analysis of user needs, specification; determination, and computer program integration.

### **Examples of Duties**

1. Install, implement, and convert major applications software packages, working with administrators, vendors, users, and CIS staff.
2. Perform program coding, compilation, and error correction; design, evaluate, and perform system testing; write system and user documentation; train users in complex aspects of the system.
3. Assist in determining general system and information requirements for school district information systems through the development, implementation, and maintenance of these systems.
4. Work with user offices to determine information system requirements, analyze types of computing solutions, research availability of applications or software tools, and define system proposals which respond to user needs.
5. Perform system management tasks, including maintaining user accounts, system queues, disk space, backup and recovery requirements.
6. Troubleshoot and maintain installed systems.
7. Work as a team member in recommending acquisition of computer hardware, software packages, or efficiencies.
8. Maintains regular and prompt attendance.
9. Performs other related duties as assigned.

### **Required Knowledge, Skills and Abilities**

1. Thorough knowledge of design methodologies, data collection and programming techniques, and applicable programming languages. Skill in integrating hardware and software technologies.
2. Ability to comprehend user requirements and provide solutions for information; processing needs. Skill in defining user requirements and designing file structures and file access methods.
3. Ability to consult with users in order to evaluate and recommend alternate solutions to problems in information processing. Ability to plan project completion requirements.
4. Ability to communicate effectively orally and in writing; ability to establish and maintain relationships with Administrators, user personnel, and vendors.

### **Minimum Qualifications for Class Entry**

Graduation from a four year college or university with major course work in computer science or related field and one year of application programming. Any satisfactory equivalent combination of experience and training may be substituted for the experiential or education requirements.

## Work Environment

Work is performed in the central Computing office and in user offices at various District locations.