



Classification Summary

Installs major applications software packages; analyzes information system needs; designs, develops, enhances, installs and implements applications software; provides system management, maintenance and troubleshooting for installed systems.

Supervisory Relationships

Reports to a Information Systems Supervisor. May receive task definitions and assignments from a Senior Programmer Analyst.

Distinguishing Characteristics

This classification is distinguished from the Programmer Analysts I class by it's emphasis on Systems Analysis and integration. It is further distinguished from the Senior Programmer Analysts by the lack of responsibility to integrate large networking systems but may serve as leader of a project.

Examples of Duties

1. Responsible for determining general system and information requirements for school district information systems and provide leadership in the development, implementation, and maintenance of these systems.
2. Coordinate installation, implementation, and conversion of major applications software packages including continuous contact and liaison with administrators, vendors, users, and CIS staff. Provide technical support throughout installation.
3. Meet and communicate with management and users to determine, negotiate, and agree on application programming needs, feasibility, and priorities.
4. Facilitate meetings with Administrative and user personnel to determine information system requirements, analyze the types of computing solutions, research availability of applications or software tools, and define system proposals and specifications which respond to user needs.
5. Develop detailed system design for new applications; establish the priority, work methods, and projected completion dates for various milestone activities of highly intricate, undefined systems.
6. Coordinate tasks between one's own and team members' efforts including: program coding, compilation, debugging, system testing, and design of documentation and user training.
7. Perform system management tasks, including management of user accounts, system queues, disk space, backup and recovery requirements.
8. Responsible for troubleshooting and maintenance of installed systems by overseeing work of programmer analysts.
9. Recommends acquisition of computer hardware and/or software packages.
10. Work as a team member in recommending acquisition of computer hardware, software, or existing efficiencies.
11. Maintains regular and prompt attendance.
12. Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

1. Thorough knowledge of system analysis and design methodologies, data collection and programming techniques, and applicable programming languages.
2. Ability to comprehend user requirements and provide solutions for complex information processing needs of diverse user communities within the district.
3. Skill in defining user requirements and designing file structures and file access methods.
4. Ability to consult with users in order to evaluate and recommend alternate solutions to problems in information processing. Ability to plan project completion requirements.

5. 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 three years of application programming which included two years in systems analysis. Experience working with DEC VAX desirable. 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 and Information Services office and in user offices at various District locations.