

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Programmer Analyst III  
**Unit:** Supervisory & Professional

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**Job Code:** D1823  
**Original Date:** 03/2023  
**Last Revision:** 03/2023  
**Staff Type:** Classified  
**FLSA status:** Exempt  
**Salary Range:** M

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### **DEFINITION**

Under the general direction of the Manager, Application Development or assigned manager, the Programmer Analyst III position serves as the technical lead and principal consultant for assigned projects. The Programmer Analyst III position provides technical expertise and recommends systems solutions, timelines, budgets, products, cost/benefit analyses, and build or buy for large scale projects. Serves as a lead in collaborating with diverse stakeholders to gather and analyze requirements and establish design expectations. Incumbents serve as a Project Manager to design, develop, and implement new and existing software or application solutions internally and through vendors.

### **DISTINGUISHING CHARACTERISTICS**

The Programmer Analyst III is distinguished from the Programmer Analyst II by the level of independence required in serving as a project manager on large scale projects; assessing and resolving complex, unique, and novel issues; and the level of responsibility in serving as a lead with level I and II Programmer Analysts.

### **EXAMPLES OF DUTIES**

1. Lead technical teams in the design, development, and implementation of in-house and third-party software for new and existing business requirements to meet the needs of the District's diverse stakeholder communities with an emphasis on accessibility and equity.
2. Present technical recommendations and IT solutions to IT managers and District executive leaders aligned with the District's mission, vision, values, strategic plans, and financial constraints.
3. Create, communicate, revise, and maintain project plans, budgets, timelines, milestones, and outcomes to diverse stakeholders communities; serve as manager for assigned projects to ensure effective, efficient, equitable, and timely completion.
4. Participate in technology steering committees, cross-functional workgroups, and strategic planning workgroups.
5. Perform and provide guidance to peers to develop, maintain, and modify assigned programs; debug and correct programming logic and syntax errors; complete documentation; coordinate testing; coordinate with systems staff to promote programs into production; and ensure programs are accessible for the District's diverse stakeholder communities.
6. Participate in Peer-Review processes for migrating new and modified programs into production with an emphasis on effective, efficient, and equitable service to diverse communities.
7. Perform and provide guidance to peer to assess, analyze, document, and manage diverse user requirements and needs for program enhancements and perform analysis, design, implementation, installation, and training related to new and existing software products to ensure accessibility for diverse communities.

8. Provide technical advice, support, and training to diverse users and programmers; collaborate with programmers and systems analysts on design algorithms and methodologies; and participate in problem solving and systems resolutions.
9. Participate in the planning and execution of ERP systems upgrades (PUM), updates, and patches; coordinate and maintain ERP upgrade schedules and document and verify changes and testing procedures with diverse users.
10. Coordinate programming changes with managers, stakeholders, and technical services staff; adhere to change management control standards and maintain versions control as needed.
11. Lead or participate in project priorities meetings and decision making in collaboration with stakeholders and IT management with an emphasis on equitable service to the District's diverse stakeholder communities.
12. Perform and provide guidance to peers to create and maintain adequate documentation on projects and activities to maintain business continuity in districtwide IT support.
13. Coordinate with diverse communities of external consultants and independent contractors on assigning and collaborating programming changes and assigned tasks.
14. Participate in the evaluation of third-party software products and provide technical recommendations to ensure equity and accessibility for diverse stakeholder communities.
15. Participate proactively in assigned committees and special projects; cooperate, coordinate, and collaborate with stakeholders as appropriate to advance department strategic objectives and effective operations.
16. Utilize technology resources effectively to automate routine processes and procedures, improve efficiency of operations, and maintain currency with industry operational standards; evaluate and recommend changes in technology resources to improve operations; collaborate proactively with technology services staff to make programming changes necessary to meet operational requirements; and ensure use of technology resources results in equitable services and outcomes for diverse communities.
17. Work collaboratively and professionally with faculty, staff, and other stakeholders from diverse academic, socioeconomic, cultural, disability, gender, and ethnic communities.
18. Demonstrate cultural humility, sensitivity, and equity-minded leadership in working with individuals from diverse communities; model inclusive behaviors; and achieve equity in outcomes.
19. Contribute positively to a culture of diversity, equity, and inclusion; take action to promote staff diversity; and create an inclusive environment in the IT Services department.
20. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

Applicable federal and state laws, regulations, and programs.

District organization, operations, mission, strategic objectives, policies, procedures, and rules.

Effective communication methods, techniques, and modes with diverse stakeholders, including presentations to internal and external stakeholders and executive leaders.

Effective, efficient, and equitable professional and service-oriented office operations, procedures, and practices.

Effective project management principles and practices.

Relational Database Theory, Database Normalization concept, and database logical and physical design concepts and techniques; Structured Query Languages (SQL), Oracle SQL\*Plus, MS SQL-Server, and related applications.

Specific software/programming language(s)/tools such as PeopleTools, including Application Designer, People Code, Application Engine (AE), Integration Broker/Tools, Process Scheduler, PS Query, SQR, Workflow, nVision, PeopleSoft Security, Tree Manager, Data Mover, BI Publisher/XML Publisher, Oracle (SQL, SQL Developer, SQL Plus).

Skills and Abilities:

Communicate effectively with diverse stakeholders, orally and in writing.

Define issues, analyze problems, evaluate options, develop sound conclusions, and make appropriate recommendations in accordance with applicable laws, regulations, policies, procedures, and rules.

Establish and maintain effective working and professional relationships with individuals from diverse communities.

Learn from errors, determine appropriate corrective action, and prevent repeat occurrences.

Maintain accurate records and produce detailed, thorough, and accurate analyses and reports.

Maintain appropriate professionalism in stressful situations.

Manage multiple and competing priorities and tasks within established timeframes and expected level of performance.

Operate and effectively use office technologies and software applications, including general business platforms and technologies specific to application development.

Provide technical training and make recommendations to diverse stakeholder communities with a wide range of technical knowledge and expertise.

Review and assess requirements and provide solutions.

Training and Experience:

Any combination of training and experience equivalent to: a bachelor's degree from an accredited college or university in computer science, mathematics, engineering, or a related field and five years of relevant business experience in programming.

Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds of community college students and staff.

**WORKING CONDITIONS**

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office. Normal, flexible work hours with some extended hours and weekends. Exposure to video display terminals and computer related noise levels.