San Diego Community College District
CLASSIFICATION DESCRIPTION

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Job Code:	D1820
Original Date:	07/2009
Last Revision:	07/2024
Staff Type:	Classified
FLSA status:	Exempt
Salary Range:	04

Title: **Programmer Analyst**

Unit: **Supervisory & Professional**

DEFINITION

Under the direction of the Manager, Application Development, or assigned manager, analyze needs and design, write, and test new computer programs; maintain and revise existing systems; provide technical assistance to user departments and coworkers. Work according to client approved requirements and detailed specifications; apply judgment in devising program logic and selecting and adapting standard programming procedures; obtain advice when precedents are unclear or unavailable; maintain department programming and naming standards.

EXAMPLES OF DUTIES

1. Develop, modify, and maintain assigned programs; debug and correct programming logic and syntax errors; complete documentation; coordinate testing; work with systems staff to promote programs into production.

2. Review user requirements and needs for program enhancements and perform analysis, design, implementation, installation, and training related to new software enhancements.
    a. Analyze and plan systems based on consultations with manager, other Information Technology staff, and end-user departments. Document system plan and establish an implementation schedule.
    b. Design and document systems based on analysis results and further consultation with manager and coworkers.
    c. Develop data structures, program, and procedures necessary to integrate and/or implement the system. Test system fully to determine its operational reliability.
    d. Document system according to Information Technology Department standards.
    e. Assist user and operating areas in implementing and supporting system, including system installation, training, and troubleshooting.

3. Provide technical advice and support to user departments; create ad-hoc reports; perform data analysis and problem solving.

4. Coordinate programming changes with manager, production control staff, technical services staff, and end-user departments according to business schedules and department procedures and standards.

5. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:
>   District organization, operations, policies, and objectives.
>   Oral and written communication skills.
>   Record-keeping techniques.
>   Specific programming language(s), such as COBOL, SQL, UNIBASIC, UNIQUERY, HTML, COLDFUSION, .NET, ASP, CASCADING STYLE SHEETS.
>   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).
>   Technical aspects of field of specialty.

Skills and Abilities:

> Analyze situations accurately and adopt an effective course of action.
> Communicate technical and complex information both orally and in writing.
> Demonstrate interpersonal skills using tact, diplomacy, and courtesy.
> Establish and maintain effective working relationships with others.
> Maintain records and prepare reports.
> Meet schedules and time lines.
> Perform multiple tasks concurrently and respond to emergency situations effectively.
> Plan and organize work.
> Recognize and resolve system related problems.
> Provide technical advice and support to users.
> Understand and follow oral and written directions.
> Work independently and make necessary decisions within department guidelines.

Training and Experience:

> Any combination of training and experience equivalent to: an Associate Degree in a computer related discipline and experience in systems design, programming, and/or systems software and support.

WORKING CONDITIONS

Physical Requirements:

> Category III. Physical skill is required for keyboarding, mouse operation, and use of peripheral equipment.

Environment:

> Work environment includes typical computer related noise levels and paper printing equipment. Exposure to video display terminals occurs on a regular basis.