

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SENIOR PROGRAMMER ANALYST - FINANCIAL SYSTEMS

BASIC FUNCTION:

Under the direction of the Chief Technology Officer or designee, prepare and coordinate contracts for third party financial system vendors and contractors; generate conceptual design project specifications with time lines and cost estimates; generate financial systems and programming specifications; perform program design and coding of computer based financial systems to meet District needs.

ESSENTIAL FUNCTIONS:

Provide the district financial system programming and financial database analysis information to all financial departments and propose programming solutions to address all financial system programming support needs.

Analyze, design, and build data interfaces between the main financial system and financial sub-systems.

Provide financial system business rules and database specifications to internal Development Team and financial system vendors and contractors.

Prepare and coordinate contracts for third party financial system vendors and contractors; assure third party vendors and contractor assignments are completed within established timelines and contractual requirements; provide information and support to contractors as necessary.

Establish formats for documentation of financial system specifications, program specifications operating instructions and user manuals.

Generate financial systems conceptual designs and prototypes; create and maintain database schematics.

Provide status reports to management regarding contractor project timelines and progress.

Generate and implement plans for migration of legacy systems to new technology client server systems.

Conduct regular meetings with user departments to develop new system specifications and prototypes.

Perform financial systems feasibility and cost studies.

Generate preliminary financial systems conceptual designs, timelines and cost estimates; generate performance specifications for financial software systems.

Perform database analysis and design for new financial systems and system modifications.

Evaluate vendor proposed software and hardware.

Assist in the development and documentation of user requirements for new financial systems or change to existing financial systems; discuss issues and test possible solutions.

Analyze user needs and financial system requirements to perform input document and output report design.

Generate system design specifications and program design specifications for new financial systems and modifications according to standard formats.

Perform detail program design and coding to meet financial system design requirements and programming specifications.

Assists users in conducting tests of financial systems and programs; assure proper system function and make modifications as needed.

Maintain and modify existing financial systems and programs.

Provide written reports.

Communicate with stakeholders.

Driving a vehicle to conduct work as assigned.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

On-line transaction processing.

Event driven programming.

Graphical user interface design.

Client server architecture.

COBOL Programming, Hierarchical Database design and on-line interactive program design.

Database Intrinsic language.

Database Query for HP 3000 Image, PostgreSQL and M/S SQL Server

Financial System on-line transaction processing.

PostgreSQL and M/S SQL Database management Tools

Financial Report Writing Tools with HP 3000 Image, PostgreSQL and M/S SQL Server

Project and program planning techniques and control.

Interpersonal skills using tact, patience and courtesy.

Capabilities, operation and utilization of computer systems and related equipment.

Systems and procedures analysis and development.

Applicable computer language and software product evaluation.
Management information systems.
State codes related to assigned projects.

ABILITY TO:

Support financial departments with programming solutions under given time frames.
Prepare and coordinate contracts for third party financial system vendors and contractors.
Translate user requirements into successful and feasible system designs and program specifications.
Write pseudo-code.
Learn and use new program languages and operating systems.
Perform systems analysis activities including the development of cost efficient, auditable, and secure systems.
Design forms, develop test techniques and test computer programs and systems.
Assist financial system users in determining their needs.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Troubleshoot and solve problems quickly and accurately.
Maintain consistent, punctual and regular attendance.
See to perform activities.
Hear and speak to exchange information.
Move hands and fingers to operate a computer keyboard.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree in information systems, computer science or related field including or supplemented by courses in systems analysis and programming and four years of experience in systems development and applications programming.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT.

Office environment.
Driving a vehicle to conduct work.

BOARD APPROVED: November 13, 2018