

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PROGRAMMER ANALYST III

BASIC FUNCTION:

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

DISTINGUISHING CHARACTERISTICS:

The Programmer Analyst III serves as a technical resource for other programming personnel and leads programming projects with considerable independence. The Programmer Analyst I develops and implements applications under direction, working closely with supervisory and lead personnel. The Programmer Analyst II operates more independently with responsibility for the design and maintenance of assigned programs.

ESSENTIAL FUNCTIONS:

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

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

Provide periodic status reports to management regarding project progress.

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

Assist networking staff with developing capacity requirements for new systems.

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

Perform systems feasibility and cost studies.

Develop Project Charters and follow Industry Standard Project Management Methodologies.

Follow Software Development Life Cycle.

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

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

Evaluate vendor proposed software and hardware.

Design and modify communications network.

Provide training of users on the utilization of District technology services; communicate with vendors regarding contracted programming services.

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

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

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

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

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

Maintain and modify existing systems and programs.

Provide periodic written reports.

Conduct training classes for new or changed application systems.

Communicate with users and user sites.

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.

M/S T- SQL.

Cold Fusion, C#, Web Application Design and Architecture.

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:

Translate poorly stated 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 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 three years of experience in systems development and applications programming.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT.

Office environment.

Driving a vehicle to conduct work.

BOARD APPROVED: December 11, 2018