ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PROGRAMMER ANALYST I

BASIC FUNCTION:

Under the direction of an assigned supervisor, generate program specifications and operator documentation; develops programming cost estimates; perform program design and coding of computer based systems to meet District needs for assigned divisions.

DISTINGUISHING CHARACTERISTICS:

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. The Programmer Analyst III serves as a technical resource for other programming personnel and leads programming projects with considerable independence.

ESSENTIAL FUNCTIONS:

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 remote CRT operators on new or changed application systems.

Communicate with users and user sites.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
COBOL programming language.
Database Intrinsic language.
HP 3000 Image and Query.
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:
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 one year of experience in systems development and applications programming.

WORKING CONDITIONS:

ENVIRONMENT.
Office environment.