

## COLTON JOINT UNIFIED SCHOOL DISTRICT

### CLASS TITLE: PROGRAMMER ANALYST

#### BASIC FUNCTION:

Under the direction of the Director of Management Information Systems, analyze, design, write, implement and maintain computer systems and programs; review, maintain and modify existing systems and programs as necessary; provide technical user support.

#### REPRESENTATIVE DUTIES:

Analyze and correct suspected or reported problems with integrity of stored data; review and modify existing systems and programs to improve efficiency or to correct logic or procedural problems. *E*

Analyze, design, write, implement and maintain computer systems and programs; write new programs to allow new or additional information to be stored on the mainframe computer as requested or directed. *E*

Consult with users to provide support and determine systems and program requirements and objectives and to identify problems in existing programs and systems; determine feasibility of programming projects. *E*

Operate computers and peripheral equipment including terminals, microcomputers, mainframe computers, tape drives, printers and other equipment as assigned; make minor repairs to equipment as needed. *E*

Prepare and maintain assigned records and reports. *E*

Train and provide work direction to other data processing staff as assigned.

Provide information necessary to produce systems and program documentation and procedures.

Maintain current knowledge of industry trends.

Oversee the operations of the department in the absence of the Manager as assigned.

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Principles and techniques of systems and programming work including analysis and design. Operation and application of hardware and operating systems for mainframe and personal computers.

Programming languages used by the District including COBOL, Visual Base and others.

Techniques of testing and debugging computer programs.  
Capabilities and limitations of computer equipment.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Record-keeping techniques.  
Technical aspects of field of specialty.

**ABILITY TO:**

Analyze, design, write, implement and maintain computer systems and programs.  
Demonstrate proficiency using standardized programming languages.  
Analyze user needs and develop or modify systems and programs.  
Train others on new programs.  
Communicate effectively both orally and in writing.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.  
Maintain records and prepare reports.  
Prioritize and schedule work.  
Meet schedules and time lines.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Education: **High School graduate or the equivalent.** Proof required. Two years of college-level course work in computer science and programming.

Experience: Three years programming and analysis experience using language(s) utilized within the District.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information.  
Seeing to view a computer monitor.  
Dexterity of hands and fingers to operate a computer keyboard.  
Sitting for extended periods of time.

**HAZARDS:**

Extended viewing of a computer monitor.