



SAN JOAQUIN COUNTY OFFICE OF EDUCATION

Gaylord A. Nelson Education Center • 2901 Arch-Airport Road
Post Office Box 213030 • Stockton, California 95213-9030
Telephone (209) 468-4800

Job Description

POSITION TITLE: *Senior Programmer/Analyst* # 2365

SALARY PLACEMENT: Range Z05, Classified Salary Schedule

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING

Associate of Arts or Bachelor's Degree with a concentration in Computer-Related Technology and/or Business Administration; or equivalent experience in management information systems. Valid California driver's license required.

MINIMUM EXPERIENCE:

Five year's experience in data processing with three years of full time systems analysis and programming experience using COBOL or Visual Works in a data base environment; working knowledge of data communications and personal computer hardware and software applications.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Knowledge of principles and methods of systems analysis for data processing applications; capabilities and limitations of the HP3000 hardware and MPE/iX software; utilization of Apple Macintosh and/or Windows 95 personal computing systems, Sybase, Image or Oracle database management systems, COBOL or Smalltalk programming languages; systems diagramming; efficient coding techniques; preparing thorough test data; program debugging and documentation concepts; on-line programming and object oriented programming techniques; data communications; clear written and oral communications.

Ability to assign, train and supervise others; coordinate flow of work and ensure that deadlines are met; analyze problems; prepare reports; gather, analyze and organize information; write clear instructions; establish and maintain effective working relationships with others in a large and diverse user environment. Be flexible and receptive to change.

SUMMARY OF POSITION:

Under the general direction of the Coordinator of Systems and Development; independently performs system analysis, design, programming, documentation, task implementation and program maintenance of considerable difficulty in a large and diverse user environment within a broad framework of standards, policies, and procedures, utilizing current techniques and methodologies. Does related work as required.

Senior Programmer/Analyst

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ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Analyzes existing or proposed projects and requests to determine the feasibility for technical adaptation; may prepare cost estimates for these proposed projects; documents and presents written reports detailing the analysis performed.

2. Designs systems; detailing procedures to be followed by users; revises and creates departmental forms for data processing applications or manual procedures; prepares system and data flow diagrams; translates problem statements into programming definitions.
3. Creates programs utilizing current departmental programming techniques and standards; codes and debugs program; coordinates testing and data conversion.
4. Implements new and revised systems by providing training to users and staff; creating and transitioning efficient operational procedures, including effective hardware utilization and adequate backup processes; makes recommendations on technical modifications to the end user hardware and software work environment.
5. Documents all phases of the analysis, design, programming, implementation, and maintenance of technical projects; creates user documentation for the utilization of on-line systems, reports, procedures, and training materials.
6. Assists individual users and groups with the installation of both hardware and software solutions; trains personnel in a classroom setting or on an individual basis; communicates procedures for problem solving and system change; provides user telephone support.
7. Assists in the research of new products and services that will enhance the technical productivity of the department and enable the Data Center to provide increased levels of service to the user community.
8. May serve as project leader; schedules, coordinates and reviews work of the staff assigned to the project; trains other staff members as required.
9. Participates and makes recommendations to the Data Center management regarding the formulation of programming and documentation standards and department policies and procedures.
10. Reports directly to the Coordinator of Systems and Development.
11. May provide supervision for the programming staff as needed in the absence of the Director or Coordinator of Systems and Development.
12. Performs other related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer workstation, operate standard office equipment and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
6. Stand, walk and bend over, reach overhead, grasp, push and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment; to work outside of normal workdays and office hours to meet installation deadlines; and come in direct contact with SJCOE staff, district office staff, and the public.