



**SJCOE**  
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## Job Description

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**POSITION TITLE:** Applications Programmer/Analyst # 2365  
Information Technology

**SALARY PLACEMENT:** Classified Salary Schedule  
Range 50

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**MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Possess a Bachelor's Degree from an accredited College or University with a concentration in computer-related technology and/or Business Administration; or equivalent experience in management information systems. Four years of experience with information systems in a large-scale information technology environment with three years of systems analysis and programming for core business services such as Financial, Payroll and Human Resources in an educational environment using Transact-SQL, excellent analytical and writing skills. Experience using Windows computer systems, Microsoft SQL databases, and Transact-SQL.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Experience and knowledge of Crystal Reports, Laserfiche, Visual Works, HTML5 and core business services such as Financial, Payroll and Human Resources. Experience with educational administrative systems. Experience in public education environment.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Follow manuals and read complicated instructions; understand and carry out oral and written instructions; use appropriate and correct English, spelling, grammar and punctuation; perform arithmetic calculations with speed and accuracy; operate a variety of standard office equipment including computing devices, printers, copiers; work independently; communicate effectively in written and oral form; establish and maintain effective working relationships with others in a large and diverse user environment. Must be flexible and receptive to change. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

**CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Operate and have a sound technical understanding of a wide variety of computing systems, operations, hardware and software; proper office methods and practices; operational requirements of networked computer systems; applications including Microsoft Office and others; Chromebooks, Macintosh, Windows and Windows Server operating systems; mobile computing platforms including smart phones and tablets; modern computer techniques, methodologies, principles, and practices. Maintain and actively pursue personal knowledge of current industry trends and technological advancements within the computing field. Knowledge of principles and methods of systems analysis for data processing applications; capabilities and limitations of Windows Server operating systems and SQL Server; utilization of Macintosh and Windows personal computing systems, Transact-SQL programming; systems diagramming; efficient coding techniques; preparing thorough test data; program debugging and documentation concepts; web and object-oriented programming techniques; network communications.

**SUMMARY OF POSITION:**

Under the general direction of the Director of Applications, independently performs system analysis, design, programming, documentation, task implementation and program maintenance of a large and diverse user

environment within a broad framework of standards, policies, and procedures, utilizing current techniques and methodologies.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Utilize computing hardware and software, word-processing, spreadsheet, and database applications to perform basic duties including documentation, reporting, scheduling and user support.
2. Receives calls for assistance, installations, and general maintenance; logs calls, prioritizes and takes appropriate action to ensure a satisfactory response with acceptable time frames for customers; provides status reports on all requests.
3. Provide training and support to a diverse customer base in the proper application of computing hardware and software systems along with policies and procedures related to technology.
4. Maintain an advanced level of technical knowledge and skills involving computing and software architecture, implementation and troubleshooting, networking practices, equipment and trends.
5. Research, test, recommend, implement and maintain new products, technologies, and trends that will enhance and increase the technical productivity, security and levels of service provided by the Information Technology Department.
6. Analyze existing or proposed projects and requests to determine the feasibility for technical adaptation; prepares project proposals and quote requests and provides research and implementation documentation on project implementation.
7. Create clear and concise technical documentation on Enterprise level systems and procedures; coordinates testing and evaluation of vendor software and hardware. Document all phases of the analysis, design, programming, implementation and maintenance of programming projects.
8. Design 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.
9. Create programs utilizing current departmental programming techniques and standards, codes and debugs programs, coordinates testing and data conversion.
10. Trains other staff members as required.
11. Participate and makes recommendations regarding the formulation of department standards.
12. Respond to a rapidly changing technical environment and the requirements of customers.
13. Comply with all standards, procedures, controls, and policies as established by San Joaquin County Office of Education, participating school districts, and the Information Technology department.
14. All other 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.