

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

PROGRAMMER ANALYST I PROGRAMMER ANALYST II SENIOR PROGRAMMER ANALYST I SENIOR PROGRAMMER ANALYST II SENIOR PROGRAMMER ANALYST III

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision (Programmer Analyst I/II) or direction (Senior Programmer Analyst I/II/III), program, design, develop, implement, and support application systems; and provide technical support of the District's administrative computer software.

DISTINGUISHING CHARACTERISTICS

Positions in classes within the Programmer Analyst Class Series may be assigned a variety of duties from among those listed in the Representative Duties section or a combination of those and other related work functions. Duties include both primary responsibility and backup functions. Positions with different class titles within the series are not interchangeable; each class title requires a particular level of responsibility, independent initiative, and qualifying experience.

Programmer Analyst I – The Programmer Analyst I performs complex programming and assumes basic duties in systems analysis; the Programmer Analyst I is assigned tasks at the lowest level of difficulty within the series and, under the coordination of a Senior Programmer Analyst, may be assigned limited or backup responsibility for administering a major system. The Programmer Analyst I is expected to resolve technical problems after consultation with a Senior Programmer Analyst or management staff.

Programmer Analyst II – The Programmer Analyst II performs complex systems analysis and programming tasks. The Programmer Analyst II is assigned high levels of responsibility for systems analysis and, under the coordination of a Senior Programmer Analyst, may be assigned significant responsibility for administering major systems. This position may include lead responsibility for well-defined projects of limited scope. The Programmer Analyst II is expected to resolve most technical problems on his/her own initiative, while major problems are solved after consultation with a Senior Programmer Analyst or management staff.

Senior Programmer Analyst I – The Senior Programmer Analyst I performs systems analysis and programming at the highest level of complexity and technical challenge. The Senior Programmer Analyst I may train or lead other ITS staff members in the more advanced aspects of analysis, problem definition, design, development, and modification of applications systems or utilities. The Senior Programmer Analyst I is assigned high levels of responsibility for administering major systems, performing these responsibilities with limited coordination. This position may include lead responsibility for major projects of broad scope. The Senior Programmer Analyst I is expected to resolve most technical problems on his/her own initiative while major problems are solved after consultation with a Senior Programmer Analyst II or management staff.

Senior Programmer Analyst II – The Senior Programmer Analyst II performs the same basic duties as the Senior Programmer Analyst I, but he/she also assumes some responsibility for database systems administration or operating systems administration. The database systems administration duties include

**Chabot-Las Positas Community College District
Programmer Analyst Series (Continued)**

basic tasks for software installs or upgrades performed under the direction of the chief senior database administrator for the District. These duties are performed with limited or backup responsibility for administering the Enterprise databases. The Senior Programmer Analyst II is assigned lead responsibility for entire application systems and is expected to provide project coordination, technical leadership, and technical direction to other ITS staff. The Senior Programmer Analyst II is expected to resolve technical problems on his/her own initiative and to consult with management staff on major strategic issues.

Senior Programmer Analyst III – The Senior Programmer Analyst III performs the same basic duties as the Senior Programmer Analyst II, but he/she also assumes full lead responsibility for all the database systems administration or operating systems administration. The Senior Programmer Analyst III is assigned the highest level of responsibility for administering the Enterprise database systems or operating systems and functions as the primary analyst in managing the database installations, upgrades, system monitoring, and performance tuning. This position holds lead responsibility for all the database and hardware systems supporting the Enterprise applications and is expected to provide project coordination, technical leadership, and technical direction to other ITS staff in any of the database related or operating system tasks. The Senior Programmer Analyst III serves in a project leadership role for all Enterprise system installations or upgrades with a high level of complexity. This position also provides the principal technical leadership for vendor software evaluations, product selection, and enhancement recommendations to the technology environment. The Senior Programmer Analyst III assists the Chief Technology Officer, ITS with project definitions, cost estimates, and scheduling and serves in a project management role from a technical standpoint for all major developmental projects. He/she serves as a mentor and provides technical advice and training to the other ITS programmer analysts including design reviews on complex programs. The Senior Programmer Analyst III is expected to resolve technical problems on his/her own initiative and to consult with management staff on new project evaluations/implementations and major strategic initiatives.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Analyze, define, and implement projects and systems; design programs, file structures, and other required elements of the system; plan and estimate resource requirements and completion dates for various phases of the project.
2. Write programs and enter them to the system; test, correct, and verify program performance and accuracy; write documentation including system, file, program, operations, and user level documents.
3. Install and maintain commercial applications systems acquired by the District; test and install upgrades and updates to existing software; design and implement reports, extensions, and interfaces to auxiliary systems.
4. Perform maintenance and enhancement of locally-written systems and programs.
5. Analyze and troubleshoot operating system software problems and system hardware malfunctions; assist vendors' representatives in the resolution of these problems.
6. Monitor, repair, maintain, and administer database systems and operating systems.
7. Design, implement, and troubleshoot interfaces and control software for data communications systems and peripheral devices such as terminal servers and printers.
8. Provide technical support of systems and software for users, technology staff, and other District staff as directed.

**Chabot-Las Positas Community College District
Programmer Analyst Series (Continued)**

9. Learn and use new technologies required to remain current in the field.
10. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Systems analysis, problem definition, and system design.
2. Programming and evaluation.
3. Structured design and programming methods.
4. Administrative applications, information services, and user functions.
5. Data communications hardware and software.
6. Computer programming languages, designs, and data manipulation techniques including, but not limited to, Oracle database and related programming utilities and tools, SQL query language, SQL report writers, C, and ANSI Cobol.
7. Relational database table structures.
8. Sequential, indexed, and relative file concepts.
9. Relational database systems for transaction processing.
10. Modern computer operating systems and related utilities, including Novel Netware, Unix/Linux, Windows server, and other modern operating systems and environments.
11. Principles and methods of client-server systems and web based technologies.
12. Basic principles and methods of data communications.
13. College administrative functions and principles of modern business practices.

Ability to:

1. Analyze technical data and business situations using logical reasoning, problem definition.
2. Problem solve, and develop effective plans and system designs.
3. Write programs and apply structured program designs using programming utilities, editors, and tools.
4. Read and understand programs and systems developed by others.
5. Complete complex tasks without close supervision.
6. Provide technical coordination for projects.
7. Adapt to changing technologies and learn functionality of new equipment and systems.
8. Communicate clearly and concisely, both orally and in writing.
9. Establish and maintain effective working relationships with those contacted in the course of work.
10. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Programmer Analyst I

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by two years of college level course work in computer science or a related field.

**Chabot-Las Positas Community College District
Programmer Analyst Series (*Continued*)**

Experience:

Two years of increasingly responsible programming experience that includes systems and applications analysis.

Programmer Analyst II

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by two years of college level course work in computer science or a related field.

Experience:

One year of experience comparable to that of a Programmer Analyst I with Chabot-Las Positas Community College District.

Senior Programmer Analyst I

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in computer science or a related field.

Experience:

Two years of experience comparable to that of a Programmer Analyst II with Chabot-Las Positas Community College District.

Senior Programmer Analyst II

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in computer science or a related field.

Experience:

Two years of experience comparable to that of a Senior Programmer Analyst I with Chabot-Las Positas Community College District.

Senior Programmer Analyst III

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in computer science or a related field.

Experience:

Four years of experience comparable to that of a Senior Programmer Analyst II with Chabot-Las Positas Community College District.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office

Chabot-Las Positas Community College District
Programmer Analyst Series (*Continued*)

equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

7/12/94;

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Management Information Services