

SAN JOSE UNIFIED SCHOOL DISTRICT

I. Title Programmer Analyst II

II. Definition

Under general supervision, participates in the planning, analysis, development and documentation of systems and programs for processes to be implemented as computer applications. Develops program specifications, computer programs, and supporting documentation for complex processes being developed as new or revised computer applications. Performs related tasks necessary to the development and implementation of computer processes supporting the work and goals of San Jose Unified School District; and to do related work consistent with the job description.

III. Examples of Duties

Analyzes problems which may require Information Systems' services; studies existing systems and procedures in terms of legal requirements, organization, flow of data, methods, forms, and feasibility of adapting existing manual processes to computerized applications; assists in all aspects of project development of systems and programs; is involved with and cooperates with all levels of Information Systems staff as well as staff representing user organizations within San Jose Unified School District; interfaces with personnel from outside the District; designs or assists in the applications and systems on complex problems (designs will include diagrams indicating operations to be performed in a program or system, as well as specification of necessary inputs to system and procedures to be followed by both Information Systems and user personnel); develops system and program test plans and verifies accuracy and completeness of program and systems tests; tests and refines programs as required to complete relevant test plans; installs new or revised computer systems and programs in conjunction with Information Systems' operational staff; assists with implementation of required procedures to insure successful use of installed software; writes reviews necessary documentation for systems and programs (documentation includes system and program specifications, operating instructions and

procedures, control instructions and procedures, plus user guidelines); develops all documentation with adherence to standards; is involved in update of standards as required; assists in the training and supervision of Programmer Analysts I; conducts inservice training for Information Systems staff.

IV. Distinguishing Characteristics

Persons in this position are capable of accomplishing the design, development and implementation efforts necessary to develop complex computer applications. They may work independently with only general supervision.

V. Employment Standards

A. Knowledge of:

The principles and techniques of programming and systems analysis in a database/teleprocessing environment;

Two or more programming languages including either COBAL or assembler, plus FORTRAN, basic, PASCAL or C.

B. Ability to:

Analyze, design, develop and evaluate complex systems, using hardware resources effectively and efficiently;

Understand, follow and enforce programming and documentation standards;

Apply effective training techniques, and work cooperatively with others;

Write specifications and other documents in a clear, concise manner;

Meet the public and users tactfully and courteously and to establish and maintain cooperative and effective working relationships

C. Education/Training/Experience:

Graduation from a four-year college, preferably with a major in information sciences or business administration. Prior programming/analysis experience in a database/teleprocessing environment may be substituted for the education requirement.

Experience in a database/teleprocessing environment as a programmer or analyst (this must be additional experience to any substituted for the educational requirement); or any combination of education, experience and training which meets or exceeds the standards of knowledge, skills and abilities listed above.

D. Licenses/Certificates:

Valid California Driver's License.

VI. Specific Qualifications

Date 8/86

Range 36a

Position Code 231302

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