

## Systems Programmer Analyst

### Purpose Statement

The job of Systems Programmer Analyst is done for the purpose of facilitating the computerized collection, management, manipulation, and distribution of administrative data used for decision-making and in the daily operation of the schools and departments; analyzing departmental and individual requirements for automated solutions; developing, implementing, and maintaining computer applications; documenting system components and user instructions; and serving as a technical advisor to staff and other district personnel on major complex programming projects.

This job reports to Assigned Supervisor

### Essential Functions

- Analyzes information related to services for the purpose of providing software solutions to problems.
- Collaborates with a variety of stakeholders for the purpose of providing and receiving information and ensuring project success.
- Compiles a variety of information for the purpose of ensuring that the structure, work flow, and content of assigned systems are effectively and efficiently developed.
- Designs test plans and training materials for the purpose of assisting trainers and users in understanding system work flow and functionality.
- Develops functional and system/software requirements for the purpose of documenting/interpreting user requests, identifying data sources, and creating an effective and efficient work plan.
- Documents major complex programming project activities and components for the purpose of recording and communicating information.
- Maintains existing systems for the purpose of ensuring accuracy of data and ongoing availability of systems.
- Oversees assigned work activities and projects for the purpose of providing guidance and support to other staff and to ensure completion of projects within established guidelines.
- Participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Prepares a variety of information for the purpose of documenting activities, providing written reference, and conveying information.
- Provides end user support for the purpose of maintaining and enhancing existing systems.
- Recommends actions for the purpose of addressing District processes that can be enhanced through greater use of technology.
- Researches work-related for the purpose of providing information and making recommendations.

- Responds to inquiries from stakeholders for the purpose of providing technical assistance, advice, and support.
- Serves as a technical resource to stakeholders for the purpose of providing information and advice regarding active or planned projects.
- Tests application software for the purpose of ensuring that the delivered product matches defined requirements and expected functionality.
- Trains personnel as needed for the purpose of ensuring their ability to use new and existing systems and application software.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; planning and managing projects; problem solving, logical thinking, preparing, and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: enterprise computer applications; PC applications; school operations; work process analysis techniques; work-related issues in human resources and payroll; and database management systems, concepts, and usage.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied technical knowledge and backgrounds; establishing and maintaining effective working relationships; working as part of a team; adapting to changing priorities; setting priorities, meeting deadlines and schedules; working with detailed information; and applying logical processes and analytical skills.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. The job is performed in a generally hazard free environment.

**Experience:** Two years experience in systems development and programming of major applications.

**Education (Minimum):** Community college and/or vocational school degree with study in job-related area. Bachelors Degree in Information Systems, Computer Science, or related field is preferred.

**Required Testing**

None Required

**Certificates and Licenses**

None Required

**Continuing Educ. / Training**

Maintain Certifications and/or Licenses  
Mandated Reporter Training

**Clearances**

Criminal Background Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

December 14, 2021

**Revised Date**

**Salary Grade**

Range 44