SANTA CRUZ COUNTY OFFICE OF EDUCATION

PROGRAMMER ANALYST

DEFINITION
Under general direction, to perform a variety of professional and technical duties involved in designing, writing, programming, testing, modifying, maintaining, and documenting computer systems and programs.

SUPERVISION EXERCISED
May exercise technical and functional oversight over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
Design, code, test, modify, debug, and document application programs and procedures; ensure their proper and effective implementation.

Design new programs/procedures and program/procedure modifications using user-defined requirements.

Develop and implement programming standards; evaluate programs and procedures according to these standards; ensure program design and code conforms to programming standards.

Research and evaluate software; identify software problems; develop, test, implement, and document effective solutions.

Develop accurate procedure requirements and specifications.

Prepare system and program documentation to indicate essential steps necessary to successfully execute software applications.

Oversee computer operations as assigned to ensure adequate operator training and operating procedures, including efficient hardware utilization and backup procedures.

Assist in preparing and maintaining operations procedure manuals.

Evaluate and adapt all new hardware, including microcomputers and printers, to ensure effective performance.

Assist in research of new software and hardware; study published information to keep abreast of current trends in state-of-the-art software and hardware.

Increase program/system capability and enhance applicability according to user requirements.

Perform a variety of data processing duties including password control and maintenance, computer operations, distribution and bursting of reports, control and implementation of system backup, system recovery, and system management.

OTHER JOB RELATED DUTIES
Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:
Principles, methods, techniques, procedures and practices of modern computer and microcomputer program design, development and implementation.

Uses, capabilities, characteristics and limitations of computer systems and related equipment.

Modern office practices and methods.

Skill and Ability to:
Operate a variety of highly technical computer equipment and related peripheral equipment.

Operate modern office equipment.

Learn various operating systems.

Read, interpret and apply complex technical publications, manuals and other documents.

Research, compile, and analyze data and information.

Plan and organize work to meet schedules and timelines.

Work under limited supervision within a broad framework of standard policies and procedures.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE
Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

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

Experience:
Two years of experience in computer programming.

SPECIAL REQUIREMENTS
The physical demands described here 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 functions. Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with the ability to sit for long periods of time and sustain repetitive motion of wrists and hands for intervals of time.

Approval Date: June, 1994.