



**Classification Title: Senior Programmer Analyst**

<b>Department:</b>	Programming	<b>EEO6 Code:</b>	3
<b>Employee Group:</b>	Classified	<b>Salary Grade:</b>	50
<b>Supervision Received From:</b>	Information Services Manager, Systems and Programming	<b>Date of Origin:</b>	9/2016
<b>Supervision Given:</b>	Direction and Guidance	<b>Last Revision:</b>	10/2017 (former title: Senior Application Developer)

*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 by individual positions.*

**JOB SUMMARY.**

Using current application programming and relational database management system toolsets, performs a variety of advanced complex technical functions involving application production support of the District's enterprise business systems; analyzes, designs, programs, tests, implements, documents and maintains assigned systems; develops and maintains procedures and computer and application solutions for multiple functional areas on multiple databases and systems while providing project leadership in implementing solutions; works with Business Systems Analysts, users and other Information Services staff to resolve application and database problems and other business and operational issues.

**DISTINGUISHING CHARACTERISTICS.**

The Senior Programmer Analyst is distinguished from Application Developer by the former's responsibility for performing a variety of advanced, complex technical functions requiring broader, more complex design and development skills and performing project leadership responsibilities for assigned projects, while the latter position is responsible for a variety of technical journey-level functions involving the analysis, design, development, testing and implementation of enterprise business systems.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.**

**Essential Functions:** Essential responsibilities and duties may include, but are not limited to, the following:

1. Leads a team of technical and user personnel in the analysis, selection, configuration and operation of the District's computer business systems; assists Business Systems Analysts in developing and designing new ways to improve business processes; works with Business Systems Analysts and users to define scope, boundaries and deliverables of assigned application development projects; translates system specifications/requirements into logical system processes; develops system documentation; proposes potential solutions and work estimates.
2. Designs and develops systems and/or subsystems using PeopleSoft Application Designer and any other applicable software development tools; writes or modifies program code using standard People Code and other applicable programming and query languages; develops and executes system test plans to ensure application performance conforms to specifications; develops standards and procedures to obtain optimum, reliable performance of District enterprise business systems.

3. Provides application production and user support for assigned enterprise system modules; designs new processes, data collection methods and reporting formats; monitors the status of production environments; develops, modifies and maintains various online forms and report programs; devises data verification methods and establishes controls and processes to monitor systems and data integrity; modifies programs to correct errors and optimize system performance and cost effectiveness; installs updates and patches and evaluates their impact on existing customizations; advises affected personnel of update implications and coordinates installations.
4. Analyzes and troubleshoots complex functional and technical errors including communication, database, software, hardware and configuration issues; prepares charts, tables and logic diagrams needed in problem analysis; researches enterprise system and interface documentation; identifies errors in setups and out-of-sequence processing and works with Business Systems Analysts and users to make necessary changes; performs fixes, installs work-arounds and makes coding and table changes to resolve problems; performs manual changes to online databases to correct user and data corruption errors; consults with software vendors as necessary.
5. Using applicable tools, develops custom queries and reports to meet user and federal and state reporting requirements; writes complex program code to extend system functionality, incorporate new subsystems, provide for meeting new required reporting mandates and make other application changes and updates; coordinates and participates in the development of evaluation and test environments; participates in conducting and analyzing the results of unit and systems testing processes to ensure performance against application requirements; develops user and applications documentation.
6. Evaluates the impact of updates, fixes and patches on existing system operations and customizations; evaluates to new system functionalities, compares to existing customizations and modifies and reapplies customizations when applicable; advises affected personnel of update implications; coordinates and installs updates and patches; sets up, configures and maintains data integration between systems; ensures that critical data remains in sync between databases; investigates and resolves causes of any discrepancies; submits trouble tickets to Oracle in the event of errors or problems with patches received; configures new physical and/or virtual servers to run enterprise system modules; monitors and periodically tunes process performance.
7. Provides project leadership in all aspects of user consulting, systems analysis, systems design and vendor contacts.
8. Documents assignment status and alerts the Information Services Manager, Systems and Programming of problems or unexpected resource requirements.

**Marginal Functions:**

1. Participates in training new staff as assigned.
2. Operates a variety of computers and peripheral equipment.
3. Attends various meetings, trade shows and conferences.
4. Stays abreast of new trends and innovations in the technology field, particularly in the business application technology industry.
5. Performs related duties and responsibilities as required.

**QUALIFICATIONS.**

**Experience and Education/Training Guidelines:** Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Five years of progressively responsible experience in applications analysis and programming with primary experience in large-scale business systems.

**Education/Training:** Equivalent to a bachelor's degree from an accredited college or university with major coursework in computer science, information systems or a related field.

**Preferred Qualifications:**

Applications analysis and programming experience using PeopleSoft.

**Knowledge of:**

1. Advanced systems design principles and applications development methodologies, tools and utilities applicable to the District's enterprise system.
2. Relational database concepts, database architectures and standard database management software, including a relational database management system similar to the District's.
3. Oracle database structure and administration.
4. Principles and techniques of program planning, job scheduling and related control requirements.
5. Advanced principles and methods of systems analysis, including business process and entity relationship analysis tools and methods.
6. Programming theory and applicable programming and query languages applicable to the enterprise PeopleSoft system.
7. Advanced systems integration design concepts.
8. Functions, capabilities, characteristics and limitations of standard platforms, operating system software and devices.
9. Network architecture and design concepts.
10. Principles and practices of sound business communications.
11. Project management tools and techniques, including preparation and management of detailed project schedules, change management processes and controls.

**Skill in:**

1. Providing project leadership for users, vendors, and information technology staff.
2. Setting priorities, organizing work and providing leadership to complete project responsibilities efficiently and effectively.
3. Balancing responsibilities for multiple projects to ensure timely results in accordance with established quality standards.
4. Understanding and applying a detailed knowledge of business processes and practices similar to the District's to the administration, updating, enhancement, modification and maintenance of an enterprise PeopleSoft system and its various modules and bolt-on applications.
5. Understanding and applying the analysis of functional requirements to the development of systems proposals, specifications and recommendations for efficient, cost-effective technology solutions.
6. Analyzing, designing, programing, installing and maintaining complex computer systems.
7. Troubleshooting and diagnosing complex systems problems and installing fixes or making repairs in areas of responsibility.
8. Operating a variety of computer hardware, software and peripheral equipment.
9. Reading, interpreting, explaining and applying technical information on business processes, software and hardware.
10. Providing guidance to information technology staff to analyze data and develop logical solutions to complex application development problems.
11. Preparing clear and concise computerized reports and accurate documentation.

12. Communicating clearly and effectively, both orally and in writing.
13. Evaluating alternatives and making sound independent decisions within established guidelines.
14. Keeping technical skills current to meet continuing applications development assignments.
15. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
16. Establishing and maintaining effective working relationships with those contacted in the course of work.

#### **WORKING CONDITIONS.**

**Environmental Conditions:** The employee works primarily in an office environment with a computer, monitor, keyboard and mouse and has regular exposure to computer screens and other standard business equipment.

**Physical Conditions:** Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit for prolonged periods and use hands repetitively to operate computers and standard business equipment; close visual acuity to view computer screens.

#### **TERMS OF EMPLOYMENT.**

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.