



PROGRAMMER ANALYST I

SALARY GRADE: [C1-55](#)

DEFINITION:

Under the direction of an assigned supervisor, analyze, debug, test and document various programs; maintain and support assigned District computer systems and software; provide support to campus and District personnel in assigned programs as needed.

DISTINGUISHING CHARACTERISTICS:

The Programmer Analyst I typically work under close supervision on less difficult programming tasks. The Programmer Analyst II works more independently in developing programs for moderately complex problems. The Senior Programmer Analyst serves as a project leader, coordinating with vendors and users while leading other staff on major programs.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Analyze, debug, test and document various programs using on-line tools, assigned languages and utilities.
2. Prepare reports and documentation on inputs, outputs, database and document control methods; test and debug programs as necessary.
3. Review and modify existing systems and programs to improve efficiency or to correct logic or procedural problems.
4. Consult with users to determine systems and program requirements and objectives and to identify problems in existing programs and systems; drive to various sites to discuss projects; determine feasibility of programming projects.
5. Participate in the planning, organization and scheduling of projects and work assignments.
6. Provide information necessary to produce systems and program documentation and procedures.
7. Operate computers and peripheral equipment including terminals, microcomputers, disk drives, printers and other office equipment as assigned.
8. Troubleshoot problems with hardware, software and networks and assist in resolutions.
9. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Principles and techniques of systems and programming work including analysis, design and documentation.
2. Designated programming languages.
3. Research and analysis techniques as related to computer programming.
4. Techniques of testing and debugging computer programs.
5. Operation, capabilities and limitations of computer equipment.
6. Interpersonal skills using tact, patience and courtesy.
7. Oral and written communication skills.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Demonstrate proficiency using standardized programming languages.
3. Analyze user needs and develop effective systems and programs.
4. Design, code, compile and implement structured computer programs.
5. Test, debug and document programs.
6. Train others on new programs.
7. Communicate effectively both orally and in writing.
8. Understand and follow oral and written directions.
9. Prepare clear, complete and concise reports and records.
10. Meet schedules and time lines.
11. Establish and maintain cooperative and effective working relationships with others.

Education and Experience

Any combination equivalent to:

1. Associate's degree in computer science or related field
2. One (1) year experience in programming, systems and support related activities.

WORKING CONDITIONS:

Environment:

1. Office environment.
2. Driving a vehicle to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling heavy objects up to 30 lbs.

Hazards:

1. Extended viewing a computer monitor.

Date Approved: March 1, 1999

EEO Code: H-30