



PROGRAMMER ANALYST, SENIOR

SALARY GRADE: [C1-70](#)

DEFINITION:

Under the direction of an assigned supervisor, serve as a project leader for assigned projects; perform complex programming duties in the development of computer applications and maintenance of existing programs and systems; train and provide work direction to assigned staff.

DISTINGUISHING CHARACTERISTICS:

The Senior Programmer Analyst serves as a project leader, coordinating with vendors and users while leading other staff on major programs. The Programmer Analyst II designs and writes programs for assigned projects.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

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

1. Serve as a project leader for assigned projects; coordinate with software vendors to develop software to enhance established functions.
2. Coordinate with the District and other colleges to implement functional and procedural changes in assigned systems.
3. Plan, organize and schedule projects and work assignments; train and provide work direction to assigned programming staff.
4. Write, debug, test and document various complex programs using on-line tools, assigned languages and utilities.
5. Prepare reports and documentation on inputs, outputs, database, and document control methods.
6. Review and modify existing systems and programs to improve efficiency or to correct logic or procedural problems; estimate time and resource needs and clarify objectives to be accomplished.
7. 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.
8. Use higher programming languages to write and modify programs, system and databases to meet design specifications; test and debug programs as necessary.
9. Provide information necessary to produce systems and program documentation and procedures.
10. Operate computers and peripheral equipment including terminals, microcomputers, disk drives, printers and other office equipment as assigned.
11. Troubleshoot problems with hardware, software and networks and assist in resolutions.
12. Oversee and install software changes as assigned.
13. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Project coordination and planning.
2. Principles of training and providing work direction to others.
3. Principles and techniques of systems and programming work including analysis, design and documentation.
4. Designated computer-programming languages.
5. Research and analysis techniques as related to computer programming.
6. Techniques of testing and debugging computer programs.
7. Operation, capabilities and limitations of computer equipment.
8. Interpersonal skills using tact, patience and courtesy.
9. 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. Serve as a project leader for assigned projects.
3. Perform complex programming duties in the development of computer applications and maintenance of existing programs and systems.
4. Utilize standardized programming languages.
5. Analyze user needs and develop effective systems and programs.
6. Design, code, compile and implement structured computer programs.
7. Test, debug and document programs.
8. Train others on new programs.
9. Communicate effectively both orally and in writing.
10. Understand and follow oral and written directions.
11. Prepare clear, complete and concise reports and records.
12. Meet schedules and time lines.
13. 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. Five (5) years experience as a programmer analyst.

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