PROGRAMMER ANALYST   **Salary Range 26**

BASIC FUNCTION:
Under the direction of the Manager, Enterprise Applications & Development, incumbent will design and develop enterprise applications, programs and/or utilities to facilitate: District management information system reporting, security, data warehousing, and system requirements; design and develop computer programs to augment database system operations and correct computer and database system problems; application administration and remediation; design, develop, document, test and implement programs as required; and perform other related duties as assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*
- Use District data element dictionary in developing programs to prepare MIS reports as required. (E)
- Design and develop programs to augment Ellucian Banner database(s) utilization and to facilitate District business processes as requested. (E)
- Work with the Oracle and Ellucian Banner computer systems to extract required information as part of program development and implementation. (E)
- Develop and maintain program specific documentation; including program operating procedures; prepare documentation to accompany all programs and program changes, documenting dates and specific nature of design/change to all code developed/modified. (E)
- Maintain system code and configurations associated with District database and MIS systems and update programs and parameters and client access and usage procedures as required. (E)
- Perform data extractions, migrations, back ups, merges, and integrations and prepare reports as required.
- Design and develop programs to facilitate automated workflow systems as required. (E)
- Recommend improvements to District systems, programs and utilities as needed.
- Analyze and recommend new or modified computer applications. (E)
- Conduct operational efficiency studies on programs and software applications used for database systems and other District systems. (E)
- Interact with District personnel as required to provide database and management information system program and operational information; provide documentation and assistance to program and system users.
- Learns and implements software provided by outside vendors. (E)
- Design, develop, and augment GUI forms utilizing the Oracle Developer suite.
- Design, develop, and implement web applications for District systems.
- Perform related duties as assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation with a Bachelor of Science degree in Computer Science, Information Technology, or related discipline, and two years' experience in relational database systems programming (preferably Oracle) and UNIX/LINUX. Year-for-year full time experience can be substituted for degree requirement.

KNOWLEDGEOF:
- Relational database design, development and programming methods.
- Database programming, documentation and technical support.
- System requirements analysis, program requirements analysis and documentation.
- District organization, operation, policies and objectives.
- District MIS reporting requirements and data element dictionary.
- Data processing, report production and technical documentation.

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- Programming languages including: SQL and PL/SQL, C or C++ or Java, HTML, XML, JSP or ASP or .net.
- Beneficial languages COBOL, UNIX/LINUX shell scripting, Groovy, Grails, and Visual Basic.
- Basic networked computer systems and operation.
- Automated workflow models.
- Oracle and UNIX/LINUX.
- Database program problem identification and problem solving techniques.

PREFER:
- Best practices in MIS reporting and data element dictionary.
- Best practices in enterprise reporting and process analysis
- Experience in enterprise systems development for California Community Colleges or Higher Education

ABILITY TO:
- Design, develop, implement, test and document relational database programs and utilities, data processing system programs and utilities, and other computer programs and utilities as required.
- Identify and isolate database and system program problems and implement and document solutions.
- Develop programs and utilities to augment UNIX/LINUX and Oracle systems, as well as District database applications, including Ellucian Banner, as directed by Manager.
- Establish, maintain and document database and systems program operational and usage procedures.
- Interact with District personnel to provide functional database and system services, such as systems requirements analysis and database program requirements analysis, and information on how to operate programs, queries, and forms.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with professional contacts.
- Plan and organize work.
- Maintain knowledge of current technological advances pertinent to relational database programming and computer systems programming.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

CONTACTS: Co-workers, 3rd party technical support, vendor/developer support services, other departmental staff, and colleagues from other educational institutions.

PHYSICAL EFFORT:
- Requires the ability to exert some physical effort, such as walking, standing and light lifting
- Minimal dexterity in the use of fingers, limbs and body in the operation of office equipment.
- Tasks require extended periods of time at a keyboard.
- Requires the ability to maintain effective audio-visual discrimination and perception required for communicating with others.

WORKING CONDITIONS:
Indoors, office/computer center environment.