

PROGRAMMER/ANALYST, SENIOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Technical/Paraprofessional	PEU Local 1	73	07/01/2017	Classified	1 of 2

DEFINITION

To design, write, and assist users in the use of college computer programs and interface forms.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants or other assigned staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Participates in review and definition of project areas, general objectives and overall procedures.
- Analyzes and designs systems and programs; evaluates user requests; designs programs and interface with existing software; evaluates user procedures.
- Writes documentations and conducts training sessions.
- Installs and upgrades software packages.
- Codes, tests, debugs and documents programs.
- Creates queries and reports using Structured Query Language (SQL) or Envision to assist end-users and provide requested information.
- Keeps current in advances in technology and relevant technology changes.
- Designs and writes computer programs, systems and user interface forms; assists users in the use of college computer programs.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Programming language(s) such as C ++ and program development tools.
- Principles and techniques of studying work processes for new or revised computer applications.
- Principles and techniques of designing methods of processing data.
- Elements of systems and procedures analysis.
- Software design, debugging, development fundamentals, documentation, testing, requirements, and development process

Skill/Ability to:

- Analyze data and situations, reason logically, draw valid conclusions and develop effective solutions to systems problems.
- Participate in and direct complex studies.
- Design methods of processing data with electronic computers.
- Communicate effectively, both orally and in writing.



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- Stays current with new technology trends in order to incorporate any relevant applications to existing systems.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- Four (4) years of experience programming computer systems.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of a Bachelor’s degree from an accredited college or university with a major in a computer related field, Mathematics, Business or any technology related field, or the equivalent.

Adopted: 07/01/17