Analyst I-Programmer

DEFINITION:
Under the supervision of the Director- Information Services, leads and participates in programming, coding, testing and maintaining assigned computer systems and programs; maintains, enhances, upgrades, and secures District data systems; assists in prioritizing and managing programming requests; analyzes needs, evaluates, and designs systems and programs; assists end-users in the operation of systems; performs related work as required; trains and provides work direction to assigned personnel.

DISTINGUISHING CHARACTERISTICS:
The Analyst I- Programmer is the first level in the series. Incumbents program, code, test and maintain assigned computer systems and programs. The

- Applicable programming languages.
- Methods and procedures of operating computers and peripheral equipment.
- Principles and techniques of systems analysis.
- Technical aspects of field of specialty.
- Techniques of testing and debugging computer programs.
- Record-keeping and report preparation techniques.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.

Ability to:
- Program, code, test and maintain assigned computer systems and programs.
- Review, analyze and modify existing systems and programs as necessary.
- Design, develop and implement new system applications as appropriate.
- Modify and participate in the development of SQL queries and stored procedures.
- Research and compile application and system requirements for software customization.
- Troubleshoot and repair system malfunctions.
- Provide technical assistance to computer systems users.
- Detect errors in data and program structure, logic and coding.
- Test and de-bug programs for accuracy and reliability.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Understand and follow oral and written instructions.
- Meet schedules and time lines.
- Work independently with little direction.
- Prioritize and schedule work.

EDUCATION/EXPERIENCE:
Any combination equivalent to: bachelor's degree in computer science, information systems or related field and one - two years increasingly responsible programming experience.

LICENSES AND OTHER REQUIREMENTS: