JOB DESCRIPTION
Senior Programmer Analyst
Code Number: 10004

GENERAL PURPOSE

Under direction, identifies end user system requirements and evaluates software packages to support the District’s computer systems in a variety of operating system environments within an assigned area; designs, installs, tests, documents, maintains and administers specialized system applications; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Senior Programmer Analyst is responsible for the design, selection or development, testing and installation of computer systems applications software, program modifications and enhancements to meet District requirements for effective and efficiently designed computer programs.

The Senior Programmer Analyst is distinguished from Senior Business Systems Analyst by the incumbent’s specialization in providing computer systems support for the District’s more complex and comprehensive programs within a variety of computer operating system environments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Works on applications development, enhancement, conversion, installation and/or maintenance tasks or projects in support of the District’s comprehensive computer systems programs; plans, organizes and defines scope, requirements, methods, end user objectives, schedules and priorities; coordinates activities with user representatives and outside vendors or consultants.

Interviews, analyzes and documents end user processes and systems requirements; analyzes work processes and re-engineers as needed; creates documentation of work processes that are required to be automated by computer software.
Translates system specifications into logical processes to prepare detailed system
designs or enhancements; develops coding standards; conducts system design, system
analysis and programming of applications or enhancements, using applicable business
and scientific programming languages; designs screens, utility programs and menus.

Conceptualizes and designs applications using a variety of tools and programming
techniques; creates user interfaces and designs main programs to meet user
requirements.

Performs systems interface and data administration functions, including database
design, establishing data validation standards, defining field descriptions, establishing
user access rules, archiving and reloading of data, developing and performing systems
security parameters and related functions.

Creates and codes applications; documents program structure and utilizes tools for the
storage and retrieval of program source code and other files.

Serves as the System Administrator for the Alpha legacy system used to run the
District’s Standby Tax Program; creates programs and command procedures to ensure
ongoing system operation; loads County of Riverside property records tapes; modifies
program as needed; creates disks and CD’s to transmit data to Riverside County.

Evaluates and tests vendor software packages for conformance with user requirements
and District software standards for compatibility, interconnectivity and ease of
maintenance; evaluates vendor software packages by reviewing documentation,
interviewing users and testing the application in a demonstration environment; analyzes
and evaluates program code to identify appropriate modification and enhancement
requirements; develops and presents design and technology alternatives; recommends
the purchase or development of software to achieve user objectives consistent with
District standards.

Develops, oversees and participates in executing system test plans to ensure
application performance conforms to specifications; modifies programs to correct errors
and optimize system performance and cost-effectiveness.

Provides ongoing systems application maintenance and administration support;
troubleshoots systems to identify and resolve problems.

Performs related duties as assigned.

**FLSA DETERMINATION:** Meets the administrative and computer exemption from
overtime
DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles, methods and techniques in the design and operation of information systems for platforms equivalent to those used by the District; principles and practices of systems analysis and design, including database design and management and methods of ensuring efficient systems operation and maintenance; computer programming principles, techniques and procedures for business and technical system applications; standard business and scientific programming languages and utilities similar to those used by the District; hardware and operating system architectures; standard software development tools and utilities; project planning, prioritizing and scheduling techniques; systems troubleshooting principles and practices; testing methodologies; graphical user interfaces.

Ability to:

Analyze and define user problems and requirements and develop efficient, cost effective systems solutions; conduct information systems and procedures analysis and feasibility studies; analyze complex problems, evaluate alternatives and make sound recommendations; organize, plan and complete applications development projects efficiently and in accordance with District quality standards; prepare clear, concise and accurate program documentation, user procedures, reports of work performed, and other written materials; troubleshoot hardware and software problems and make or recommend modifications; make sound independent decisions within established guidelines; communicate clearly and effectively orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited college or university with a bachelor's degree in computer science, mathematics or a closely related field; and four years of progressively responsible experience in systems analysis and design; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands or arms. Employees are frequently required to walk and stand.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use oral and written communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills or information; perform highly detailed work on multiple, concurrent tasks; work under changing deadlines with frequent interruptions; work effectively as a team member; and interact with District end users, employees, consultants, vendors and other encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is moderately quiet.