



**Title: Programmer Analyst II**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:**

The purpose of this position is to perform duties in database administration, enterprise software configuration, programming and analysis, user support and training, system administration and operations. This is accomplished by providing functional and technical support, providing indirect supervision to lower-level personnel, gathering and interpreting data, analyzing business requests for information and functional enhancements, assisting in developing computerized solutions for the District’s business units, and identifying programs. Other duties may include testing solutions and training for the District’s functional units.

**ESSENTIAL FUNCTIONS:**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

<b>(S) Sedentary</b>	<b>(L) Light</b>	<b>(M) Medium</b>	<b>(H) Heavy</b>	<b>(V) Very Heavy</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Provides programming and configuration support and analysis by assessing system needs and enhancing applications, performing aggregate or conversion functions on data and analyzing the source file for data, assisting in interfacing dissimilar systems, proposing projects for suitability of automation, analyzing/designing program applications/modules, and maintaining the Intranet, providing second-tier support for the public website, and writing technical documentation.	40%
2	S	Provides SQL and SAP database administration by scheduling database backups, managing databases and user authorizations, creating transport packages, transferring data between databases, creating tables, views and stored procedures for data warehousing/analysis, monitoring server performance parameters, and informing users of available data and tools.	25%
3	L	Provides systems administration and operations support by interpreting program and system error messages, assisting users with technical training, assisting with general computer and hardware issues, troubleshooting and resolving routing software and hardware problems, and analyzing data errors and performing corrective action.	20%
4	L	Provides technical support by performing fairly complex program	15%



changes, assisting in technical changes by interacting with and understanding business functions, resolving tickets, and assisting in the maintenance of the SAP data warehouse for reporting purposes.

**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Computer Science, Computer Engineering, Management Information Systems or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of three (3) years of experience in configuring enterprise systems or using Visual Studio, SQL Server and/or .NET programming.
Supervision	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has no fiscal responsibility.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and



	self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	

<b>KNOWLEDGE</b>
<ul style="list-style-type: none"> <li>• Concepts of database and system security.</li> <li>• Computer architecture, in both hardware and software components.</li> <li>• Application programming interfaces, communication protocols, programming languages, and various scripting languages.</li> <li>• Quality assurance methodology.</li> <li>• Programming skills.</li> <li>• Project coordination.</li> <li>• Principles and practices of applications design and programming and software development life cycle.</li> <li>• Methods and techniques of de-bugging programs and applications.</li> <li>• Principles and practices of database administration.</li> <li>• Microsoft SQL Server architecture and programming.</li> </ul>

<b>SKILLS</b>
<ul style="list-style-type: none"> <li>• Advanced word processing, spreadsheet, presentation and database software.</li> <li>• Specialized software related to functional area.</li> </ul>

<b>ABILITIES</b>
<ul style="list-style-type: none"> <li>• Perform the full range of programming and database support in assigned systems area.</li> <li>• Implement security on assigned systems.</li> <li>• Develop and Deploy Software Applications using .Net or ABAP.</li> <li>• Train User, Implement Application Security.</li> <li>• Learn enterprise systems configuration techniques</li> <li>• Learn advanced .NET, SQL, SAP ABAP, HTML, XML, SOAP, Java Script</li> <li>• Implement security on assigned systems.</li> <li>• Reconcile user data needs with the HTE file structure and data types.</li> <li>• Understand and interpret the user's needs and ideas into specific data information technology solutions.</li> <li>• Multitask with on-going conflicting demands.</li> <li>• Develop and revise existing programs.</li> </ul>



- Develop technical documentation.
- Install and integrate new software programs into existing programming systems.
- Prepare clear and concise reports and correspondence.
- Learn District-specific applications, functions, and data structures in assigned area.
- Learn departmental software tools, applications and libraries.
- Learn departmental operating policies and procedures.



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium	Heavy	Very Heavy
<b>X</b>				
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C	F	O	R	N
<b>Continuously</b> 2/3 or more of the time.	<b>Frequently</b> From 1/3 to 2/3 of the time.	<b>Occasionally</b> Up to 1/3 of the time.	<b>Rarely</b> Less than 1 hour per week.	<b>Never</b> Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Observing work duties; communicating with co-workers
Sitting	C	Desk work; meetings
Walking	O	To other departments/offices/office equipment; around work site
Lifting	O	Supplies; equipment
Carrying	R	Supplies; equipment
Pushing/Pulling	R	Equipment
Reaching	O	For supplies
Handling	F	Paperwork
Fine Dexterity	C	Computer keyboard; telephone pad
Kneeling	O	Retrieving items from lower shelves/ground
Crouching	O	Retrieving items from lower shelves/ground
Crawling	N	
Bending	O	Retrieving items from lower shelves/ground
Twisting	O	From computer to telephone
Climbing	R	Stairs
Balancing	N	On step stool
Vision	C	Driving; observing work site; reading; computer screen
Hearing	C	Communicating with co-workers and public and on telephone; listening to equipment
Talking	C	Communicating with co-workers and public and on telephone
Foot Controls	R	Driving
Other (specified if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Telephone, mobile phone, scanner, copier, computer and associated hardware and software.



**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) N/A

**PRIMARY WORK LOCATION:**

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.