



Title: Senior Programmer Analyst

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to design, develop, configure, and implement software applications, perform complex and analytical assignments, manage multi-tasking projects, and create, modify, and maintain business applications. This is accomplished by analyzing and designing existing systems and programs, developing or recommending new systems or modifications, managing development and implementation of multi-site, web-enabled applications, performing system analysis of programs and processes, and interfacing with end users to determine system requirements to improve efficiency, accountability, and workflow. Other duties include assisting with application architectural design, technology research, and developing prototypes for proof of concept.

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.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
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	L	Analyzes, designs, and develops and configures systems and applications and business systems, working with the full software development lifecycle of new projects, writing and maintaining documentation to describe program development, logic, coding, changes, and corrections, and consulting with clients and users to gather information about needs, objectives, functions, features, and other requirements.	40%
2	S	Designs, programs, reports and databases by using databases to design tables, views, indices, and stored procedures, understanding and designing projects by maintaining integrity and establishing security, and developing and delivering business intelligence and reports.	25%
3	L	Provides support for existing business systems by maintaining and enhancing existing web sites, supporting second tier applications for public website, modifying existing programs to conform to system changes, addressing and solving complex customer service tickets, and advising and working with user departments to resolve specific or complex problems.	20%
4	L	Provides support by interacting with business users and solving ticket items related to modules, providing innovated solutions by researching software and matching with user requirements,	15%



advising users on limitations and providing alternative approaching, and maintaining and enhancing data warehouse for various reports.

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 four (4) years of experience in software development or enterprise system configuration and/or customization.
Supervision	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
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 limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/project level budget and expenditures.
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	

KNOWLEDGE
<ul style="list-style-type: none"> • Design, develop, and implement applications using .NET for web and desktop. • Project coordination, relational database management systems. • Report writing, data analysis, and business intelligence. • Data warehousing and business process analysis, business intelligence. • Project management and development using SQL. • Concepts of database and system security. • Computer architecture, in both hardware and software components. • Application programming interfaces, communication protocols, programming languages, and various scripting languages. • Quality assurance methodology. • Project coordination. • Principles and practices of applications design and programming and software development life cycle. • Methods and techniques of de-bugging programs and applications. • Principles and practices of database administration. • Microsoft SQL Server architecture and programming. • Principles of mainframe computer systems, electric circuit boards, processors, chips and computer hardware and software, including applications and programming • Techniques of programming and coding • Methods and procedures of program documentation • Principles and practices of research methodology and data analysis • Systems and procedures analysis and development

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

ABILITIES
<ul style="list-style-type: none"> • Research, analyze, and determine appropriate course of action for complex practices, procedures and problems • Project management, team management, and conflict resolution. • Business requirement and process analysis.



- Perform the full range of programming and database support in assigned systems area.
- Implement security on assigned systems.
- Develop and Deploy Software Applications using .Net or ABAP.
- Train User, Implement Application Security.
- Learn enterprise systems configuration techniques
- Learn advanced .NET, SQL, SAP ABAP, HTML, XML, SOAP, Java Script
- Implement security on assigned systems.
- Reconcile user data needs with the HTE file structure and data types.
- Understand and interpret the user's needs and ideas into specific data information technology solutions.
- Multitask with on-going conflicting demands.
- Develop and revise existing programs.
- 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.
- Compose complex written material
- Write specifications and application programs
- Prepare a variety of technical reports/presentations



OVERALL PHYSICAL STRENGTH DEMANDS:

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

Sedentary	Light	Medium	Heavy	Very Heavy
X				
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
Continuously	Frequently	Occasionally	Rarely	Never
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	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	Making presentations; observing work duties; communicating with co-workers
Sitting	C	Desk work; meetings
Walking	O	To other departments/offices; around work site
Lifting	O	Supplies; equipment; files
Carrying	R	Supplies; equipment; files
Pushing/Pulling	R	File drawers; equipment; tables and chairs
Reaching	O	For supplies; for files
Handling	F	Paperwork
Fine Dexterity	C	Computer keyboard; telephone keypad
Kneeling	O	Retrieving items from lower shelves/ground
Crouching	O	Retrieving items from lower shelves/ground
Crawling	N	Under equipment
Bending	O	Retrieving items from lower shelves/ground
Twisting	O	From computer to telephone
Climbing	R	Stairs
Balancing	N	None
Vision	C	Reading; computer screen; observing work site
Hearing	C	Communicating via telephone/radio; to coworkers/public
Talking	C	Communicating via telephone/radio; to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)		None

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax, software related to IT (SQL, .NET, SAP, Web tools), computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N 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:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N 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	F
Noisy/Distracting Environment	R
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.