CLASS TITLE: **SENIOR SYSTEMS ANALYST/ PROGRAMMER**

BASIC FUNCTION:

Under the direction of the Director of Technology, perform a variety of complex duties in the analysis, design, programming, testing, implementation and maintenance of the district's administrative and instructional support systems. Provide district departments and personnel with information technology and procedural solutions to support specific functionality requirements.

REPRESENTATIVE DUTIES:

- Facilitate the computerized collection, management, manipulation and distribution of data used for decision-making and in the daily operation of schools and departments.
- Assume project level responsibility for planning, development, implementation and maintenance of the district's information systems using the current application programming and relational database management tool set.
- Locate sources of and solve a variety of system problems and malfunctions; participate in program and system development reviews.
- Consult with customers on system requirements, schedules, and implementation strategy; analyze customer requests to determine scope of operational and informational needs; familiarize customers with capabilities and limitations of information technology; maintain a continuing liaison with customers to ensure implementation and maintenance of systems.
- Perform feasibility studies and prepare project proposals; prepare specifications, costs benefit analysis and schedules.
- Act as a technical resource to the Technology Department.
- Create system and end-user documentation of new and changed applications in accordance with established standards and procedures.
- Prepare progress reports and apprise management of problems or unexpected resource requirements.
- May act as a project team leader to assign, review, and approve the results of tasks completed by others.
- Maintain the integrity and security of student information system data.
- Provide specialized technical and troubleshooting support and assistance to school sites and departments in the use of the student information system and the various functions associated with staff, teachers, and parent groups including student enrollments, generations of Statewide Student Identifier (SSID's), demographic standardization, and report cards.
- Update student information database for the purpose of ensuring availability and functionality of district supported software and online curriculum.
- Provide online rostering and SIS support to teachers, office personnel, and site administrators.
- Submit CALPADS data uploads, resolve issues and coordinate with other departments with data collection in preparation for submission of state mandated district reporting for CALPADS Fall I, Fall II, and EOY I-IV, and other State and Federal requirements, ensuring accuracy and integrity.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Object Oriented Programming (OOP) skills desired
- Microcomputer, client/server and web-based data management systems
- Systems development life cycle
- Project management methodologies
- Relational database concepts and structured query language
- Client/Server, multi-tiered architecture and technologies
- Requirements and procedures for Student Data Reporting at the District/County/State Level
- Internet/intranet architecture and technologies
- Software product evaluation

ABILITY TO:
- Rapidly learn and use new program languages and techniques
- Analyze complex administrative functions and information requirements
- Provide analytical and technical direction and decisions
- Assist customers in determining requirements
- Evaluate and prepare reports on new technologies
- Develop cost efficient, auditable, and secure systems
- Work in a team development environment.
- Direct the work of others
- Meet schedules and time lines
- Communicate effectively orally and in writing
- Understand and follow oral and written directions
- Learn the procedures, functions and limitations of assigned duties
- Establish and maintain cooperative relationships

EDUCATION AND EXPERIENCE:
Any combination of education, experience, and/or training equivalent to graduation from a recognized college or university with a bachelor's degree in information systems, computer science, or directly related field and four years of recent, progressively responsible experience in systems development and programming of major applications. Recent experience with client/server, database or web development tools is required. Recent experience in managing student information systems, as well as, email solutions is desired.

WORKING CONDITIONS:

ENVIRONMENT:
- Office environment, travel between school locations.

PHYSICAL DEMANDS:
- Hearing and speaking to exchange information
- Seeing to perform assigned duties
- Sitting or standing for extended periods of time
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment

- Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies
- Lifting light objects.

TERMS OF EMPLOYMENT:
Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY:
Placement on the Classified Salary Schedule on Range 41.