



Santa Rosa City Schools

Classification Description

Job title:	Programmer Analyst	Department:	Information and Evaluation
Disaster Work Status:	Considered a Disaster Service Worker and/or Essential Worker during emergency, crisis and/or pandemic		
Reports to:	Director of Information and Evaluation	FLSA Classification:	Non-exempt
Board Approval:	June 12, 2024	Work year:	12-month
Revision(s):		Salary Range	CSEA Range 48

DEFINITION:

The Programmer Analyst's role is to define, develop, test, analyze, and maintain new and old software applications in support of the achievement of the goals of the Santa Rosa city Schools under the direction of the Director of Information and Evaluation. This includes writing, coding, testing, and analyzing software programs and applications. The Programmer Analyst will also research, design, document, and modify software and report specifications throughout the production life cycle.

QUALIFICATIONS:

Education:

High school diploma or equivalent required

AA or higher degree preferred, or equivalent work experience

Experience:

Three (3) or more years of extensive experience as follows:

- Working with student information systems, such as Aeries and/or State or Federal testing systems such as Test Operations Management System (TOMS) databases;
- Supporting staff in the use of those systems;
- Acting as a resource for problem identification and resolution concerning data issues.
- Working independently and coordinating multiple projects simultaneously;
- Knowledge of educational practices as applied to data extraction, manipulation, analysis, and reporting.
- Demonstrated ability to learn new software.
- Demonstrated ability to work in a team-oriented, collaborative environment.

License and/or other qualifications:

Valid California Driver's License preferred; alternative transportation acceptable.

Knowledge and Abilities:

Knowledge of:

- Proficiency in a variety of programming languages, including VBScript, Jscript, SQL, etc.
- Excellent understanding of coding methods and best practices
- Thorough understanding of platforms such as current SQL server, Windows Server, etc. and related reporting systems

- Flexible and adaptable in regards to learning and understanding new technologies
- Knowledge of applicable data privacy practices and laws
- Strong written, oral, and interpersonal communication skills
- Highly self-motivated and directed
- Keen attention to detail

Ability to:

- Effectively prioritize and execute tasks in a high-pressure environment
- Communicate effectively with non-technical staff and with members of interdisciplinary teams
- Conduct research into software-related issues and products
- Proven analytical and problem-solving abilities

ESSENTIAL JOB FUNCTIONS:

The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

1. Analyze and assess existing business systems and procedures.
2. Assist in the definition, development, and documentation of software's business requirements, objectives, deliverables, and specifications on a project-by-project basis in collaboration with internal users and departments.
3. Assist in defining software development project plans, including scoping, scheduling, and implementation.
4. Research, identify, analyze, and fulfill requirements of all internal and external program users.
5. Consistently write, translate, and code complex SQL or similar data reports.
6. Write programming scripts to enhance functionality and/or performance of company applications as necessary.
7. Design, run, and monitor software performance tests on new and existing programs for the purposes of correcting errors, isolating areas for improvement, and general debugging.
8. Administer critical analysis of test results and deliver solutions to problem areas.
9. Generate statistics and write reports for management and/or team members.
10. Assist in, develop, and maintain end user manuals and guidelines.
11. Train end-users to operate new or modified programs.
12. Conduct research on emerging software products and standards in support of procurement and development efforts.
13. Liaise with vendors for efficient implantation of new software products or systems and for resolution of any adaptation issues.
14. Recommend, schedule, and perform software improvements and upgrades.
15. Manage and/or provide guidance to junior team members.
16. Set up, maintain, and manage SQL data bases and reporting services as needed.
17. Additional other duties as assigned related to emergency, crisis and/or pandemic.

MARGINAL JOB FUNCTIONS:

Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

1. May perform other duties related to this job description.

WORK ENVIRONMENT:

Performance of the essential job functions involves typically working in an environment as described here below.

Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Drive vehicle to multiple sites
Working around equipment and machinery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stairs, ramps
Exposure to excessive noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to extremes in temperature, humidity, wetness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to dust, gas, fumes, or chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driving vehicle
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with bio-hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

PHYSICAL DEMANDS:

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting				X	
Walking			X		
Standing			X		
Bending (Neck)			X		
Bending (Waist)			X		
Twisting (Neck)			X		
Twisting (Waist)			X		
Squatting			X		
Climbing		X			
Kneeling		X			
Crawling		X			
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non Dominant hand				
Simple Grasping (D)			X		
Simple Grasping (ND)			X		
Power Grasping (D)			X		
Power Grasping (ND)			X		
Fine Manipulation (D)				X	
Fine Manipulation (ND)				X	
Pushing & Pulling (D)			X		
Pushing & Pulling (ND)			X		
Reaching- Above Shoulder			X		
Reaching- At/Below Shoulder			X		

LIFTING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs		X			
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

CARRYING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs			X		
26-50 lbs		X			
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

NOTE:

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.