PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

PROGRAMMER ANALYST I

DEFINITION

To accurately develop the programs required for computer solution; to maintain existing systems written in COBOL and other languages for instructional and administrative applications; and to prepare supporting documentation for instructional and administrative use.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from higher level management and supervisory staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Consults with users on system and program requirements and time constraints of new and existing systems. Prepares input/output specifications, determines resources and time required for project and plans approach. Prepares layout forms for input/output. Describe data elements in detail. Codes program using COBOL. Compiles programs until error free. Prepares test data files. Test runs programs. Identifies problems/solutions and make corrections. Reruns tests until results coincide with design criteria. Completes run sheet. Troubleshoots and analyze any problems that may arise with new or existing systems. Consults with supervisor on major problems and solutions. Performs related duties as assigned.

QUALIFICATIONS
Knowledge and Abilities: Knowledge of computer operation and capabilities. Knowledge of basic accounting and statistical procedures. Ability to analyze data and draw sound conclusions. Ability to prepare clear, complete, and concise reports. Ability to understand and follow oral and written directions. Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and

<u>Experience and Training Guidelines</u> (Continued)

abilities would be:

     <u>Experience</u>:

None required.

     <u>Training</u>:

Equivalent to an Associate of Arts Degree with major course work in computer science or a related field.

Reviewed and Agreed to by:

Incumbent: _____ Date: