

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

PROGRAMMER ANALYST II

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

Receive direction from higher level management and supervisory staff.

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

Consult 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. Prepare layout forms for input/output. Describe data elements in detail. Codes program using COBOL. Compile 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. Write user instructions. Instruct user in proper procedures for use of system. Troubleshoots and analyze any problems that may arise with new or existing systems. Use principles and techniques of programming in the operation of third-generation multi-programmed computer systems. Uses file handling methods and source statements in operating an ANSI standard COBOL compiler. Consult with supervisor on major problems and solutions. Perform 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. Knowledge of principles and techniques of programming for third-generation multi-programmed computer systems under control of operating system. Knowledge of file handling methods and source statements for an ANSI standard COBOL compiler. Ability to work effectively in the absence of supervision.

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Programmer Analyst II (Continued)

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 abilities would be:

Experience:

One year of increasingly responsible experience performing computer programming duties.

Training:

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: _____