PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

SENIOR PROGRAMMER ANALYST

DEFINITION
To perform feasibility studies; to design, develop, and document complex computer systems; and to maintain existing systems written in COBOL and other languages for instructional and administrative applications.

DISTINGUISHING CHARACTERISTICS
This is the advanced journey level class in the Programmer Analyst series. Positions in this class are distinguished from those assigned to lower level Programmer Analyst classes by the complexity and scope of assigned projects. In addition, positions assigned to the senior level may assume lead responsibilities for large and complex project providing functional and technical supervision over lower level data processing staff.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Supervisor of Computer Systems.

May exercise functional and technical supervision over lower level data processing staff.

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

Analyzes user needs to determine design of computer systems. Develops information requirements and priorities. Constructs detailed system designs. Develops complex computer programs. Prepares documentation of systems and programs. Evaluates computer systems after implementation. Appraises new programming techniques. Designs new applications for data processing development. Develops flow charts and diagrams and debugs the more difficult computer programs. Operates the computer and peripheral equipment as needed. Reruns tests until results coincide with design criteria. Completes run sheet. Writes user instructions. Instructs user in proper procedures for use of system. Troubleshoots and analyzes 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 advanced file handling methods and source statements for any ANSII standard COBOL compiler. Knowledge of computer operation and capabilities. Knowledge of statistical methods and procedures. Ability to clearly analyze and design systems for both programmers and users. Ability to make sound judgments related to computer use for diverse applications. Ability to communicate effectively. Ability to prepare program and system documentation. Ability to solve problems, analyze data and draw sound conclusions. Ability to prepare clear, complete, and concise reports. Ability to provide lead supervision and training to lower level data processing staff. Ability to work effectively in the absence of supervision. 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 abilities would be:

Experience:
Three years of increasingly responsible experience performing journey level computer programming.

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: