SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

TITLE: Senior Systems Analyst/Programmer
REPORTS TO: Assigned Supervisor

DEPARTMENT: Integrated Technology Support Services
CLASSIFICATION: Classified

FLSA: Non-Exempt
SALARY GRADE: 061 OTBS

REVISED: September 24, 2019

BASIC FUNCTION:
Perform a variety of complex duties in the analysis, design, programming, testing, implementation and maintenance of the district’s administrative, data and instructional support systems. Provide district departments and personnel with information technology and procedural solutions to support specific functionality requirements.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Assume project level responsibility for planning, development, implementation and maintenance of the district’s business applications using the current application programming and relational database management system tool set. E

Work independently on development of program specifications, coding of complex program procedures and development and execution of test plans. E

Locate sources of and solve a variety of system problems and malfunctions; participate in program and system development reviews. E

Work collaboratively with technical and functional team members on gathering requirements, upgrades/updates, implementations, and system maintenance. E

Work with cross-functional team members and provide insight into leading-edge analytics solutions. E

While leading team members through iterative phases of development, design, develop, test, and implement new data-driven analytics.

Research, design, build and test interactive dashboards and reports as required using district Enterprise Resource Planning (ERP), Student Information, Business Intelligence and Assessment solutions. E

Perform feasibility studies and prepare project proposals; prepare specifications, cost benefit analyses and schedules. E
Adhere to and provide input for continuous improvement for department/work group standards and procedures for areas including but not limited to coding, version control, change management, migration, security and development/production instance management.

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.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**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 and in-depth understanding of modern development platforms and enterprise-wide administrative and/or instructional support systems is required.

**LICENSES AND OTHER REQUIREMENTS:** None

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
Object Oriented Programming (OOP) skills desired.
Client/server and web-based data management systems including those on premise and/or SaaS/Cloud based.
MS Office and macros; HTML, Javascript and ASP desired.
Agile and traditional systems development life cycles.
Project management methodologies.
Relational database concepts and structured query language.
Multi-tiered architecture and technologies.
Data analytics or business analytics programming techniques.
Internet/intranet architecture and technologies.
Software product evaluation.
Reading and writing English communication skills.

**ABILITY TO:**
Learn, evaluate and adopt new technology and techniques.
Analyze complex administrative functions and information requirements.
Provide analytical and technical direction and decisions.
Assist customers in determining requirements.
Develop cost efficient, auditable, and secure systems.
Work in a project team environment.
Lead the work of others.
Establish and 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.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor office setting.

PHYSICAL REQUIREMENTS:
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.

NOTE:
An incumbent in the job class of Associate Systems Analyst/Programmer may be promoted to the next higher job class of Senior Systems Analyst/Programmer upon certification by the section manager and approval by the Information Technology Executive Director that the incumbent meets the minimum qualifications listed on the current class description of the higher job class and is regularly performing a majority of the higher level duties.

DISTINGUISHING CHARACTERISTICS:

An Assistant Systems Analyst/Programmer performs a variety of duties to assist with basic analysis, programming, testing and maintenance of administrative, data, and instructional support systems. This is an entry-level position.

A Systems Analyst/Programmer performs a variety of duties in the analysis, design, programming, testing, implementation and maintenance of administrative, data, and instructional support systems.

An Associate Systems Analyst/Programmer performs a variety of duties in the analysis, design, programming, testing, implementation and maintenance of administrative, data, and instructional support systems. This position provides analytical and technical direction and decisions, and may assume project leader responsibility.

A Senior Systems Analyst/Programmer performs a variety of complex duties in the analysis, design, programming, testing, implementation and maintenance of administrative, data, and instructional support systems. This position evaluates and adopts new technology and techniques, and assumes project level responsibility.

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