

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:	March 29, 2011		

BASIC FUNCTION:

Perform a variety of complex duties in the analysis, design, programming, testing, implementation and maintenance of the district's administrative 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**

Consult with customers on system requirements, schedules, and implementation strategy; analyze customer requests to determine scope of operational and informational needs; familiarize customers with capabilities and limitations of information technology; maintain a continuing liaison with customers to ensure implementation and maintenance of systems. **E**

Perform feasibility studies and prepare project proposals; prepare specifications, cost benefit analyses and schedules. **E**

Act as a technical resource to Information Technology department staff. **E**

Create system and end-user documentation of new and changed applications in accordance with established standards and procedures. **E**

Prepare progress reports and apprise management of problems or unexpected resource requirements. **E**

May act as a project team leader to assign, review, and approve the results of tasks completed by others.

Perform related duties as assigned that are reasonably related to the job classification.

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 client/server, database or web development tools is required. In-depth understanding of PeopleTools and two years of PeopleSoft HRMS applications with 8.x and 8.4 may be required for certain positions.

LICENSES AND OTHER REQUIREMENTS: None

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Object Oriented Programming (OOP) skills desired.
Microcomputer, client/server and web-based data management systems.
Systems development life cycle.
Project management methodologies.
Relational database concepts and structured query language.
Client/Server, multi-tiered architecture and technologies.
Internet/intranet architecture and technologies.
Software product evaluation.

ABILITY TO:

Rapidly learn and use new program languages and techniques.
Analyze complex administrative functions and information requirements.
Provide analytical and technical direction and decisions.
Assist customers in determining requirements.
Evaluate and prepare reports on new technologies.
Develop cost efficient, auditable, and secure systems.
Work in a team development environment.
Direct the work of others.
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 department manager 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.