TITLE: Programmer Analyst

QUALIFICATIONS: 1. Graduation from a certified or accredited college or two years experience in computer programming field.
2. Such alternatives to the above qualification as the Board may find appropriate and acceptable.

REPORTS TO: Data Systems Analyst

JOB GOAL: To help the district increase the effectiveness and reduce the cost of the total educational program through skillful and imaginative computer systems analysis.

PERFORMANCE RESPONSIBILITIES:

1. Handles day-to-day problems within a specific area with little or no direct supervision.
2. Assists programmers in a consultative role to ensure efficient and effective programming.
3. Makes use of sufficient knowledge of job control language to develop efficient job streams.
4. Develops screen layouts for terminals based on user needs.
5. Offers ideas and written specifications for systems improvements or design.
6. Assists systems/program manager in maintenance of systems software and teleprocessing programs.
7. Ensures programs and systems comply with installation standards.
8. Reviews programs and their systems interactions for effectiveness.
9. Communicates to programmers written directives for program modifications or new program specifications.
10. Performs such other tasks and assume such other tasks and assumes such other responsibilities as may be required.

TERMS OF EMPLOYMENT:

Twelve month year. Salary as established by the Board.

ASSESSMENT:

Performance of this job will be assessed annually in accordance with provisions of the Board’s policy on assessment of supervisory/technical personnel.

Adopted: 12-16-76 (Prog./Analyst I, Prog./Analyst II)
Revised and Reclassified: 01-17-89