

## SAN DIEGO CITY SCHOOLS

### POSITION DESCRIPTION

---

<b>TITLE:</b>	Associate Systems Analyst/Programmer	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Information Technology	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	054 OTBS
<b>REVISED:</b>	December 4, 2001		

---

#### **BASIC FUNCTION:**

Perform a variety of 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**

Analyze, design, code, test, implement and maintain the District's business applications of moderate scope and complexity using the current application programming and relational database management system tool set. **E**

Work on development of program specifications, script and query creation, coding of program procedures and development and execution of test plans. **E**

Locate sources of and solve systems problems and malfunctions; participate in program and systems development reviews. **E**

Perform preliminary analysis of customer requests to determine operational and informational needs. **E**

Develop, write, and present system proposals and estimates. **E**

Maintain a continuing liaison with customers to ensure implementation and maintenance of systems; may familiarize customers with capabilities and limitations of information technology solutions. **E**

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

Prepare progress reports for supervisors and customers. **E**

May be assigned as project leader or to instruct or direct the work of others.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a bachelor's degree in information systems, computer science or related field. Two years of recent experience in systems development and programming of business applications. Recent experience with client/server, database or web development tools is desired.

**LICENSES AND OTHER REQUIREMENTS:**

None.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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 architecture and technologies.  
Internet/Intranet architecture and technologies.

**ABILITY TO:**

Learn and use new program languages and techniques.  
Analyze administrative functions and information requirements.  
Provide analytical and technical direction and decisions.  
Assist customers in determining requirements.  
Develop cost efficient, auditable, and secure systems.  
Design forms and reports.  
Develop test plans and objectives, and test computer programs and systems.  
Assume project leader responsibility.  
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.