

Job Title:	Programmer/Analyst Sr.	Wage/Hour Status:	Exempt
Reports to:	Web and Business Solutions Manager	Pay Grade:	506
Dept./School:	IT	Date Revised:	January 5, 2022

Primary Purpose

Provide program development, database design, maintain the data warehouse and support for District computer systems and software applications. Review, analyze and evaluate business procedures and problems. Plan and design computer systems, using techniques such as structured analysis, data modeling, and information engineering.

Qualifications**Education/Certification**

Bachelor's Degree in Business Administration, Computer Information Systems, Education, or related field

OR

High School Diploma/GED and Five (5) years Programming and Systems Analyst experience

Special Knowledge/Skills

- Proficient in database management software and applications development tools
- Proficient in computer application design, development, and implementation
- Proficient in structured query language. Knowledge of data modeling, database structure design, build and maintenance
- Proficient in standard business practices and procedures
- Knowledge of web-based development
- Ability to identify complex problems and develop and evaluate options
- Ability to work independently or as a team member and or team leader
- Ability to interpret policy, procedures, and data
- Excellent verbal communication and writing skills
- Strong organizational and interpersonal skills

Experience

Five (5) years' experience in information systems with an emphasis on systems analysis

Major Responsibilities and Duties**Analysis**

1. Perform phases of software development, including analysis, design, writing and modifying code, testing, and implementation.
2. Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, and approaches to problems.
3. May provide functional supervision over technical staff on specific assignments, as allocated or serve as project leader for selected systems projects.
4. Interview and survey workers to observe job performance and/or perform the job to determine what information is processed and how it is processed.
5. Consult with management throughout the design phase to confirm agreement on the principles of the system.
6. Confer with clients regarding the nature of the information processes or computation a computer program is to address.
7. Coordinate and link the computer systems within the district to increase compatibility and ease information sharing.
8. Develop, document, and revise system design procedures, test procedures, and quality standards.
9. Expand or modify the system to serve new purposes or improve workflow.
10. Create, maintain, and update technical manuals and documentation for internally developed software.
11. Maintain Standard Operating Procedure's where applicable and create new SOP's.

- 12. Analyze, review, and modify the program to increase operating efficiency or adapt to new requirements.

Database Administration

- 13. Develop and execute special reports, queries, and extracts for internal and external entities.
- 14. Identify application-related problems and recommend solutions.
- 15. Ensure the integrity, safety, and confidentiality of District information.

Application Support

- 16. Communicate with administrative and clerical personnel to determine processing needs, clarify requests, develop solutions, and provide technical assistance.
- 17. Trace steps that were taken by the user to locate the source of the problem and rewrite the program to correct errors.
- 18. Provide staff and users with assistance solving computer-related problems.
- 19. Train and support district staff to work with computer systems and programs.
- 20. Coordinate with third-party software and external vendors on District applications.
- 21. Provide guidance and expert advice to management or another group on technical, systems- or process-related topics.

Additional Responsibilities

- 22. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
- 23. Assume responsibility for professional growth.
- 24. Keep up to date on changes in technology and apply new knowledge to the job.
- 25. Perform other assigned duties as assigned by the supervisor.

Supervisory Responsibilities

Team Lead for the Business Applications Specialist, Programmer/Analyst, and Programmer Analyst Sr. working with Database and business functions.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Repetitive hand motions and prolonged use of the computer. Occasional prolonged and irregular hours.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.