School District of Santa Rosa County

Job Description

Computer Programmer/System Analyst II

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| **Reports to:** Data Processing Manager | **FLSA Status:** Non-Exempt |
| **Department:** Data Processing | **Prepared by:** Human Resources |
| **Date:** February 15, 2018 | **Job Code:** 11040 |
| **Position #:** 44140 | **Range:** 22 |

**Principal Duties and Responsibilities (Essential Functions)**:

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

* Responsible for system development effort from initial planning through implementation;
* Determines system functional requirements, produces accurate development plans and projects completion schedules;
* Develops accurate time/cost estimate, cost benefit studies and projects management controls;
* Works with user personnel in determining needs, defining feasible solutions and producing quality results;
* Designs effective logical, well-structured systems to satisfy identified problems;
* Analyzes designs, codes, tests, debugs, maintains, documents and implements programs and systems;
* Posts implementation reviews and revisions;
* Reviews and submits recommendations for improvement to systems;
* Provides written and oral reports of activities to management and users;
* Maintains current knowledge of standard language, coding methods and operations requirements;
* Writes and maintains programs;
* Performs related duties as required or assigned.

**Job Related Skills:**

Job skills required for programming in this environment will vary depending on assigned duties. Knowledge of the following products will be beneficial.

* IBM Mainframe environment.
  + TSO/ISPF editor environment
  + Batch level COBOL
  + CICS COBOL/BMS mapping
  + Easytrieve
  + VSAM file management/IDCAMS
  + DB2 database management
  + ACF2 security management
* Windows/Web environment
  + Visual Studio Languages Visual Basic or C#
  + Microsoft SQL Server
  + PHP/MYSQL
  + JavaScript
  + HTML/CSS

**Supervision Received:**

Data Processing area supervisor

**Supervision Exercised:**

None

**Minimum Qualifications & Skills Required:**

* Bachelor’s Degree in systems science or related field.
* Approved nationally recognized professional certificates in related fields may be used as a substitute for the Bachelor Degree.
* Two years’ experience in programming, including one-year systems analysis and programming.

**Preferred:**

NA

**Physical Demands:**

Requires sitting for long periods of time designing programs; must be able to visit office work sites to study computer problems and system operations. Indoors. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Terms of Employment:**

Approved Compensation Plan

Educational Support Salary Schedule

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.