



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>SYSTEMS ANALYST/PROGRAMMER</u>			
DEPARTMENT/SITE:	District Department	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	46 per 2023-2024 Schedule
		WORK YEAR:	12 Months (260 Days)
REPORTS TO:	Chief Technology Officer or assigned supervisor	FLSA:	Non-Exempt

BASIC FUNCTION:

Maintain, design, develop, implement, monitor, and modify the District's Student Information System databases, District Departmental databases, and related interfaces to other third-party data sources. The incumbents in this classification assist in supporting students by developing and maintaining software applications and systems that streamline administrative processes and enhance educational tools, which directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Design, write, test, debug, document, and implement Structured Query Language (SQL) scripts and/or databases to meet federal, State, and grant reporting requirements, and meet the needs of end users.

Design, write, test, debug, document, and implement Web applications for gathering and maintaining database information.

Design, develop, maintain, and monitor the integration of data from various data sources into and out of various databases.

Monitor database servers and databases for performance and data integrity.

Develop, maintain, and monitor backup procedures for databases.

Maintain security access and permissions to the databases.

Receive and respond to help desk questions and problems; resolve issues; train users and IT staff on various applications and procedures.

Troubleshoot various server, network, computer, and application problems; resolve system and software problems.

Create and maintain production and testing database environments.

Recommend applications to conform to department goals, standards, and procedures including feasibility studies, system design, program development, and implementation/post-implementation review; monitor project operational procedures to ensure program objectives are met.

Attend a variety of meetings related to planning solutions for various needs and reporting requirements.

Prepare and maintain a variety of records and reports related to assigned activities.

Maintain current knowledge of advanced programming methods, reports, audits, utilities, and techniques.

Communicate with consultants and contract vendors as required; may provide project and technical guidance defining the scope and implementation of the project including project technical requirements, budget, schedules, and critical project milestones. Ensures that changes are systematically and efficiently handled to minimize disruption and maximize benefits.

Perform classification-related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Principles, methods, procedures, and techniques of system design and programming.

Utilize various programming languages and database management systems.

Word processing and electronic mail systems.

Database and Web application development.

Networking protocols, MS SQL server management, and processes.

Operating system architecture and system software design and operation.

Principles, methods, procedures, and trends of organization and management.

Oral and written communication skills.

Record-keeping techniques.

California State, county, and federal reporting.

Student Information Systems.

Enterprise resource planning systems.

Service management software.

Basic understanding of instructional methods and techniques.

Ethical handling practices for programs and stored information.

Data input and retrieval techniques.

Correct English usage, spelling, grammar, and punctuation.

Basic math, including calculations using fractions, percentages, and/or ratios.

Current generation and legacy computer operating and networking systems.

ABILITY TO:

Design, develop, test, debug, document, and maintain new/existing applications, databases, and processes.

Coordinate with staff in the gathering and processing of data.

Review testing and ongoing results for accuracy.

Troubleshoot software and database issues and make repairs or recommendations to correct issues.

Plan and prioritize workload to complete projects and processes on schedule.

Train others in the use of software and procedures.

Quickly identify database problems, evaluate causes, and take corrective action for resolution.

Communicate effectively in both oral and written form.

Establish and maintain accurate records and files and prepare reports.
Work independently with minimal supervision.
Work various shifts to meet the needs of the assigned duties.
Establish and maintain effective relationships with those contacted in the performance of assigned duties.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a Bachelor's degree in computer science, information systems, or related field and four years of recent (within the last three years) experience in systems analysis, development, and programming of major business and/or educational applications in an interactive, online environment.

LICENSES AND OTHER REQUIREMENTS:

Must possess a valid California driver's license and maintain qualification for automobile insurance coverage.
Driving a vehicle to conduct work.

WORKING CONDITIONS:**ENVIRONMENT:**

The job is performed in a generally clean and healthy indoor office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
Seeing to read and prepare a variety of materials, view a computer monitor for extended periods of time, and perform assigned activities.
Hearing and speaking to exchange information in person and on the telephone.
Sitting and/or standing for extended periods of time.
Reaching overhead, above the shoulders, and horizontally to retrieve and store files and supplies.
Bending at the waist, kneeling, or crouching to file, shelve, and/or retrieve materials.
Regularly lift and/or move up to 25 pounds.

HAZARDS:

Traffic hazards.
Sharp objects.

CLEARANCES:

Criminal Justice Fingerprint / Background
Tuberculosis
Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Classified Salary Schedule: Range 45
Approved GB 01/29/91; PC 01/31/91 (New Position)
Spvr, RB to CL R40; Revised 05/05 and reinstated Spvr R10; 08/12 GB
Changed: Elim. Spvr to CL R45 06/15 Retitled from Programmer/Analyst (Ewing)
Retitle from Database Administrator 10/18
Revised: 11/24 (EH&A / MGT Consulting) / GB 11/12/24; PC 10/24/24