

## PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: June 15, 2016

Salary Schedule: 20; Row: 45

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

### JOB TITLE: **PROGRAMMER ANALYST**

JOB PURPOSE STATEMENT: Under the direction and supervision of the Executive Director of Technology, perform system analysis to determine system requirements; design, code, test, modify, and implement appropriate, full stack database and software solutions (including web-based solutions) using a variety of advanced programming languages; provides technical support to system users; identifies and implements solutions to improve productive and efficient use of the District's technology infrastructure; act as a liaison with software and other vendors to resolve operational problems; review, analyze, and modify existing systems/programs as necessary, analyze business needs and identify, configure and deploy software solutions in support of both educational technology and general information technology.

### JOB FUNCTIONS:

- Design and develop information technology integrations between various vendor and in-house information systems.
- Collaborate with and assist administrators and staff in the use of various systems; analyze user needs and develop effective solutions.
- Develop and maintain enhancements to the vendor-supplied and internally-developed code.
- Determine requirements for new systems and enhancements to existing systems; develop or modify and document general system design; establish multiple development, testing and productions environments and migrate approved programs as appropriate.
- Develop APIs and web services to support data sharing and integration across multiple cloud and locally hosted data systems and platforms.
- Analyze, research and repair program logic and systems; modify program logic; analyze service requests for system changes or new requirements to determine the most effective approach and the appropriate staff time required to achieve the needed modification.

**JOB TITLE: PROGRAMMER ANALYST**

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**JOB FUNCTIONS CONTINUED:**

- Test new software technologies; report results; recommend software purchases.
- Train users on procedures and applications; provide technical assistance on the use of systems.
- Meet with users to discuss service requests, needs and operating characteristics; initiate and attend design meetings; consult with other staff members to provide technical assistance as needed.
- Diagnoses and resolves technical problems for system users
- Oversees the technical development of District websites
- Manages integration of applications with District websites
- Identifies and evaluates new technologies and their potential use within the District
- Administers web based applications, including district web servers, hosted applications, and district web site
- Maintains current knowledge of technology and industry standards and trends
- Knows District policies, rules and regulations pertaining to assigned area
- Operates computers, computer peripherals and standard office equipment
- Reads, comprehends, and applies complex instructions and technical literature
- Works effectively with minimal supervision
- Understands and follows oral and written instructions related to complex technical matters
- Communicates effectively both orally and in writing
- Works effectively under pressure in a fast-paced environment and under strict deadlines
- Makes mathematical calculations with accuracy
- Works efficiently with frequent interruptions
- Schedules and performs work to meet established timelines
- Establishes and maintains an effective working relationship with staff, students, parents, and community members
- Performs related duties as assigned or needed

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, squat, bend, lift (50 pounds), carry (50 pounds), push/pull (50 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate computer equipment with speed and accuracy

JOB QUALIFICATIONS:

Education/Experience:

- High school diploma or equivalent
- A bachelor's degree in computer science, information systems, or a related field. The District will also consider four (4) years of related programming/software development experience, or a combination of four years of experience and education, in lieu of a bachelor's degree.

Licenses, Certifications, Bonding, and/or Testing:

- Valid Driver's License
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

Membership in CSEA or payment of an equal service fee is a condition of employment.