



Position Title:	Senior Programmer Analyst	Job Code:	3307-01E
Reports To:	Senior Group Manager	Job Group:	PEC
Department:	Information Technology	Salary Grade:	15
Prepared By/Date:	C. Flynn 04/07	FLSA Status:	Exempt
Approved By/Date:	K. Herleman		
Revised:	Jennifer C. Brito/11-25-2009		

Summary:

The Senior Programmer Analyst reports to the Senior Group Manager and develops procedures for the solution of a variety of predefined educational problems or systems. This position plans and implements computations and processes necessary for computer solutions and develops and maintains assigned information systems to ensure efficient systems integration and operation. The Analyst works at the highest level of all technical phases of systems analysis/programming, while working independently most of the time.

Essential Duties and Responsibilities:

- Reviews work with a systems analyst or group manager for compliance with specifications.
- Develops logic procedures to provide more efficient machine operations.
- Codes, debugs, and documents programs.
- Develops complete descriptions of all specifications required.
- Develops common operations, which can be reused.
- Prepares charts, tables and diagrams to assist in analyzing problems, utilizing, if necessary various business, scientific and/ or engineering mathematical techniques.
- Communicates with users in answering questions and assisting with computer related problems.
- Analyzes existing system and programming logic difficulties and revises the login procedures involved as necessary.
- Guides other programmers in systems interpretations, technical matters or specialized applications when called upon.
- Advises appropriate personnel on the implications of new or revised systems.
- Participates in user consulting, systems analysis, general systems design, and detail systems design.
- Learns user functions, organization and role in the college to the extent required.
- Performs related duties as required or deemed appropriate to accomplish the assigned duties and responsibilities of this position.

Knowledge, Skills and Abilities:

- Knowledge of: principles, theories, and concepts of computer programming; design and knowledge of related fields of computer technology.
- Knowledge of computer programming applications or systems programming techniques.
- Knowledge of multiple fixed-length sequential files or random files or indexed sequential files processed sequentially in at least two high-level languages (COBOL, FORTRAN, MARK IV) as well as ASSEMBLER language in a batch processing mode.
- Knowledge of industry information technology and impact on processes.
- Excellent skills with testing and debugging techniques.
- Strong interpersonal skills and the ability to effectively communicate with a wide range of

individuals and constituencies in a diverse community.

- Strong analytical skills and attention to detail.
- Strong skills in documentation techniques as applied to flow charts, report layouts, file descriptions, and functional job specifications. Highly proficient in OS/JCL techniques and coding of JCL.
- Strong skills in the use of program optimization techniques.
- Ability to do programming, debugging, data analysis and system analysis.
- Ability to direct multi-department technical and administrative staff.
- Routine contact is required with IT managers and periodic contact is required with users.
- Ability to provide project leadership and mentorship.
- Ability to train new or existing employees on department operational practices and procedures.
- Ability to write and develop IT related design and development documentation, reports, business correspondence, process, and procedure manuals.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work in a multi-ethnic/multi-cultural environment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and reach with hands and arms; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as "essential." This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor of Science (BS) from an accredited college/university in a related field of study such as Computer Science, MIS or Information Systems and three (3) to five (5) years of progressive

experience in systems analysis and programming development experience; or equivalent combination of education and experience

- To perform this job successfully, an individual must possess proficiency in Microsoft Windows, Mac OS X, z/OS platforms. Knowledge of multiple fixed-length sequential files or random files or indexed sequential files processed sequentially in at least two high-level languages (COBOL, FORTRAN, MARK IV) as well as ASSEMBLER language in a batch processing mode.
- Knowledge of industry information technology and impact on processes.
- Experience in documentation techniques as applied to flow charts, report layouts, file descriptions, and functional job specifications.
- Highly proficient in OS/JCL techniques and coding of JCL.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name