

CAJON VALLEY UNION SCHOOL DISTRICT

CLASS TITLE: SYSTEMS ANALYST/PROGRAMMER

BASIC FUNCTION:

Under the supervision of the Director-Technology Services and general direction of the Chief Technology Officer, maintain, design, develop, implement, monitor and modify the District's Student Information System databases and related interfaces to other third party data sources.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Design, write, test, debug and implement SQL scripts and/or Access 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 SQL server and database 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.

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 assure 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.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

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

Utilize various programming languages and database management systems including MS SQL, Visual Basic, VB scripting, Java Script, HTML, ASP, ASP.NET and COBOL.

Word processing and electronic mail systems.

Access development 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 reporting.

Student Information Systems.

Enterprise resource planning systems.

ABILITY TO:

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

Coordinate with other staff and developments 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 correction 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: 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:

Valid California driver's license.

Maintain qualification for automobile insurance coverage. May require using a personal vehicle to perform job responsibilities.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate computer keyboard.
Seeing to perform assigned activities.
Sitting for extended periods of time.
Reaching overhead, above the shoulders and horizontally.
Regularly lift and/or move up to 25 pounds.

CLEARANCES:

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