CLASSIFIED JOB OPPORTUNITY
STATE CENTER COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
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Fresno City College • Reedley College • Willow International Community College Center • Madera Center
Oakhurst Center • Career and Technology Center • The Training Institute

PROGRAMMER ANALYST

The eligibility list, which will be valid for at least one year, will be used to fill full-time positions in this classification. The current vacancy is at the _State Center Community College District Office_.

Definition: Under direction performs information systems development, implementation, and support of on-line, interactive, and batch computer application systems in centralized, distributed, and client-server environments.

Compensation: Starts at $5,947.75 per month. Full-time permanent positions provide an attractive benefit package which includes compensation, health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees.

Examples of Duties: Performs a wide variety of complex programming duties including but not limited to:
· Analyzes the needs of the District and provides technical support for the Information Systems department, such as coding, designing, implementing and debugging programs.
· Writes, analyzes, reviews, and rewrites programs, using workflow charts and diagrams, and applying knowledge of computer capabilities, subject matter, and symbolic logic.
· Tests and debugs programs and/or systems for accuracy and proficiency.
· Provides support of third party systems related to interfacing with our ERP system.
· Prepares detailed workflow charts and diagrams that describe input, output, and logical operation, and convert them into a series of instructions coded in a computer language.
· Modifies acquired application software using tables, profiles and other vendor supplied customization tools to reflect approved changes specified by the users.
· Participates in all phases of the systems development life cycle with a focus on computer application systems, including maintenance and support or technical services.
· Analyzes end users data needs and develops user oriented solutions which interface with existing applications.
· Conducts trial runs of programs and software applications to be sure they will produce the desired information and that the instructions are correct.
· Corrects errors by making appropriate changes and then rechecking the program to ensure that the desired results are produced.
· Revises, repairs, or expands existing programs to increase operating efficiency or adapt to new requirements.
· Maintains and assists in problem solving on current production programs.
· Assists in the development of test data used in checking the accuracy and completeness of computer processing results.
· Calculates project timelines and completion date estimates, using project planning techniques.
· Recommends improved operational procedures to maximize systems efficiency.
· In cooperation with the end user, tests application software to assure accuracy, integrity, interoperability and completeness to achieve desired results.
· Trains user and other staff, validates ability to use and run applications and document testing and training results.

· Provides technical assistance and guidance in the form of training or documentation to the users, programmers, and operations staff.
· Writes or revises program documentation, operations documentation and user guides in accordance with standards.
· Ensures system integrity and assists in installation of technological upgrades.
· Maintains current knowledge and skills of programming standards.
· Performs other related duties as assigned.

Required Employment Standards:

Education & Experience: Any combination equivalent to: Bachelor's degree in computer science, mathematics or a related field and progressively responsible experience (2-3 years or more) in computer application systems development, implementation, analysis, design, programming, testing and implementing on-line, interactive, computer applications in centralized, distributed and client-server environments using multi-programming languages.

Licenses/Certificates: A valid driver's license is required.

Knowledge:
· Knowledge of multiple high level procedural and non-procedural programming languages.
· Knowledge of operational characteristics of operating systems, computer systems, applications, hardware, software, and peripheral equipment.
· Knowledge of programming theory and operating systems capabilities and constraints used in data system analysis and design, planning, testing and implementation.
· Knowledge of operations, production capacity, and uses of standard data processing equipment and current systems.
· Knowledge of methods and techniques of troubleshooting computer applications and network problems and evaluating network performance.
· Knowledge of adult and individual learning theory and training methods.
· Knowledge of data communication standards, protocols, hardware, software and network management practices.
· Knowledge of federal, state and local laws, codes and regulations pertaining to the use of network technologies.
· Knowledge of principles and practices of analytical systems for effective evaluation.
· Knowledge of methods, practices and terminology used in statistical technical work.
· Knowledge of recordkeeping and report preparation techniques to ensure information is accurately presented.
· Knowledge of basic math including addition, subtraction, multiplication, and division.
· Knowledge of proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
· Knowledge of customer service principles in order to appropriately interact with students, staff, faculty, and the public.
· Knowledge of current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs

Skills
· Skill to design on-line, interactive, computer application systems.
· Skill to develop and implement computer application systems from design specifications using programming languages such as HTML, Java, JavaScript, XML, CGI, Servlets, JSP, JavaBeans, Oracle, J2EE, ASP, PHP, SQL server, COM, MTS, CSS, SQL, PL/SQL, Infomaker and other related languages.

Required Employment Standards (cont):

· Skill to conduct research and analyze data, trends, organizational needs to make recommendations and prepare reports.
· Skill and ability to analyze a variety of problems to make sound policy and procedural recommendations for their solutions.
· Skill to analyze users' needs and devise effective solutions, document computer application systems for both technical and non-technical audiences.
· Skill to demonstrate active listening skills, communicate ideas and information effectively both orally and in writing, and speak effectively before large and small groups.
· Skill and ability to effectively communicate with individuals for whom English is not a primary language.
· Skill to exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
· Skill to plan and organize work to meet established timelines and department schedules.
· Skill to operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
· Skill to utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
· Skill and ability to rapidly learn and acquire skills in areas and technologies not previously assigned.
· Skill to type at a sufficient speed to maintain workflow.

Abilities
· Ability to coordinate complex application design and development, and implementation of projects.
· Ability to perform complex systems and data analyses.
· Ability to coordinate and standardize data processing procedures.
· Ability to research, analyze and evaluate new service systems, develop systems testing and conversion plans.
· Ability to establish general schedules and priorities for systems development projects and support services.
· Ability to define systems security and control procedures.
· Ability to understand and apply technical instructions, materials and resource publications.
· Ability to understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, teachers, administrators and staff.
· Ability to establish and maintain effective working relationships with District administrators, management, staff, business and industry contacts, independent programs consultant/trainers, and the public.
· Ability to understand and apply the analysis of functional requirements to the development of systems proposals, specifications and recommendations for efficient, cost effective technology solutions.
· Ability to conceptualize practical solutions to district, department, student, and other customer requirements and to prepare specifications for system improvements.
· Ability to troubleshoot and resolve network, application, and related problems and implement corrective actions.
· Ability to coordinate and lead technical discussion with technical and non-technical groups.
· Ability to prepare clear, concise and accurate systems documentation and reports of work performed.
· Ability to assign, monitor and review the work of others.

Required Employment Standards (cont):

· Ability to learn and apply college and district policies and procedures.
· Ability to maintain confidentiality of sensitive information and records.
· Ability to receive and follow instructions.
· Ability to appropriately interact with students, staff, faculty, and public.
· Ability to operate computers and their peripherals.
· Ability to use current common software applications in order to accurately enter and retrieve data.
· Ability to prioritize workload and conflicting demands to meet critical deadlines.
· Ability to maintain consistent, punctual and regular attendance.
· Ability to lift and carry office supplies and equipment weighing up to 25 lbs.

Examples of physical ability requirements necessary to perform the above job duties:
· Muscular effort (or strength) needed to lift, push, pull or carry an object. (Muscular Tension)
· The ability to bend, stretch, twist, or reach out with the body, arms, and/or legs to perform a task. (Flexibility)
· Coordinated movements of the arms, legs and torso while the whole body is in motion. (Whole Body Coordination)
· Keep balanced and stay upright when in an unstable position. (Whole Body Equilibrium)
· Coordination of two or more limbs (arms and legs) while seated or standing in one place. (Multi-Limb Coordination)
· Have coordinated, precise movement of the fingers of one or both hands to perform tasks such as typing, writing and taking notes. (Finger Dexterity)
· See clearly objects and close surroundings that are 36 inches or closer to perform tasks such as looking at computer monitors. (Near Visual Acuity)
· See clearly objects and close surroundings that are six feet or further away such as being able to see other vehicles while driving. (Far Visual Acuity)
· Distinguish between shades of one color or the difference between two or more colors such as working with computer monitors and filing systems. (Color Discrimination)
· Part of vision that occurs outside the very center of gaze allowing the individual to see objects, movement or sharp contrasts toward the edges of the visual field. (Peripheral Vision)
· Hear and understand human speech in a relatively quiet environment such as hearing someone speak in quiet office or library setting. (Speech Intelligibility in Quiet)
· Hear and understand human speech in a relatively noisy environment such as hearing someone speak to you while in the presence of loud equipment. (Speech Intelligibility in Noise)
· Tell from what direction a sound is coming from. (Sound Localization)

Examples of mental ability requirements necessary to perform the above job duties:
· Listen to and understand information and ideas presented through spoken words and sentences. (Oral Comprehension)
· Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem. (Originality)
· Arrange things or actions in a certain order or pattern, according to a specific rule or set of rules such as patterns of numbers, letters, words, or pictures. (Information Ordering)
· Identify or detect a known pattern, such as a figure, object, word, or sound that is hidden in other distracting material. (Flexibility of Closure)
· Come up with a number of ideas about a topic. (Fluency of Ideas)
· Generate or use different sets of rules for combining or grouping things in different ways. (Category Flexibility)
· Focus on a single source of sound in the presence of other distracting sounds. (Auditory Attention)

· Quickly make sense of, combine, and organize information into meaningful patterns. (Speed of Closure)
· Concentrate on a task over a period of time without being distracted. (Selective Attention)
· Shift back and forth between two or more activities or sources of information; multi-task to work on different projects simultaneously. (Time sharing)
· Remember information such as words, numbers, pictures, and procedures. (Memorization)
· Clearly communicate information and ideas through spoken words so others will understand. (Oral Expression)
· Identify and understand the speech of another person. (Speech Recognition)
· Recognize when something is wrong or is likely to go wrong. (Problem Sensitivity)
· Combine pieces of information to form general rules or conclusions such as finding a relationship among seemingly unrelated events. (Inductive Reasoning)
· Apply general rule, a premise, which is known to be true to specific problems to produce answers that make sense. (Deductive Reasoning)
· Read and understand information and ideas presented in writing. (Written Comprehension)
· Communicate information and ideas in writing so others will understand. (Written Expression)

Working conditions Which May Occur:

· Schedule changes may occur based on business needs.
· Work inside protected from the weather.
· Work under pressure of constant deadlines with frequent interruptions.
· Work effectively in a demanding environment.
· Work collaboratively in a team environment.
· Work with sensitive and confidential information.
· Noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.

Examination Process:

The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (No Weight). The examination process will also include a competency test (55% weight) and an oral interview examination (45% weight).

Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 25 highest scoring candidates, plus ties, will be invited to the competency exam. Of those achieving a passing score on the competency exam, only the 10 highest scoring candidates, plus ties, from the competency exam will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, JULY 11, 2014.

To move forward in the selection process, you must complete an online application through our web site at http://agency.governmentjobs.com/scccd . Please attach to your application a copy of your degree or transcripts (including when degree was awarded) or your application may be considered incomplete. **Resumes may also be uploaded but cannot be used in lieu of a completed application.**

Filing Deadline: **Friday, June 27, 2014, 4:30 PM.**
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