Senior Programmer Analyst
South Orange County Community College District

Job Title	Senior Programmer Analyst
Department	
Institution	South Orange County Community College District Mission Viejo, California
Date Posted	Aug. 23, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Information Technology
Job Website	https://www.schooljobs.com/careers/socccd/jobs/4631697/senior-programmer-analyst
Apply By Email	
Job Description	

Senior Programmer Analyst

Salary:$9,066.00 - $12,820.00 Monthly
Location: District Services, CA
Job Type:DS - Staff (Full-Time)
Job Number:202400071
Office, Division, or School:DS - Information Technology and Security
Opening Date:08/22/2024

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- [Benefits](#)
- [Questions](#)

Application Instructions:

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.

- Include all relevant education, training, and/or experience on the application.

- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.

- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.

- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.

- For job postings requiring professional references, include at least three (3) professional references from the following categories:

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1. Current department chair(s) (for faculty) or supervisor(s);
2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

Description

Class specifications are intended to present a descriptive list of the range of duties performed by employ[...] Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION
Under direction from management staff, leads, oversees, and participates in the more complex and diffic[...] responsible for the design, programming, testing, installation and maintenance of information systems; a[...] technical staff assistance to management.

DISTINGUISHING CHARACTERISTICS
This is the advanced journey level class in the Programmer Analyst series. Positions at this level are dis[...] other classes within the series by the level of responsibility assumed and the complexity of duties assign[...] perform the most difficult and responsible types of duties assigned to classes within this series including[...] functional and technical supervision over lower level programmer analyst staff. Employees at this level a[...] fully trained in all procedures related to assigned area of responsibility.

REPRESENTATIVE DUTIES
The following duties are typical for this classification. Incumbents may not perform all of the listed duties[...] required to perform additional or different duties from those set forth below to address business needs a[...] business practices.

1. Lead, plan, train, and review the work of staff responsible for the design, programming, testing, insta[...] maintenance of information systems; participate in performing the most complex work of the unit.

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2.   Train assigned employees in their areas of work including current software practices and provision o
technical information.

3.   Verify the work of assigned employees for accuracy, proper work methods, techniques, and compli
applicable standards and specifications.

4.   Analyze functional requirements and define system specifications for major software development p
advanced structured techniques; install newly developed software applications and integrate with existin

5.   Develop, test and implement software components and computer programs according to overall sys
specifications; document new programs and changes to existing systems in accordance with established
procedures; prepare end user and technical documentation and instructions.

6.   Consult with District and college faculty and staff to identify functional requirements for complex sof
modify or enhance existing application system programs to meet user needs or system design changes;
requests and inquiries regarding operation, use and capabilities of the system.

7.   Analyze, design and implement relational databases and perform database administrator tasks inclu
programming and user access management; design user interfaces, data structures and logical compon
software systems.

8.   Perform ongoing system maintenance tasks including upgrades, enhancements and operational rec

9.   Evaluate system requirements and designs and generate various reports to support executive mana
making; submit reports to various governmental agencies as required.

10.   Provide technical support to users who report system problems; work in conjunction with user supp
problems in an efficient manner; conduct user training sessions and provide ongoing consultation as nee

11.   Respond to ad hoc requests for a variety of computing services; provide technical support and exp
problems in an efficient manner during and outside of normal business hours.

12.   Serve as project manager or team leader as assigned.

13.   Attend and participate in professional group meetings; stay abreast of new trends and innovations
information systems.

14.   Perform related duties as required.

QUALIFICATIONS
The following generally describes the knowledge and ability required to enter the job and/or be learned v
period of time in order to successfully perform the assigned duties.

Knowledge of:
Advanced operational characteristics of computer systems and related software applications.

Advanced programming languages and procedures and their application to various systems.

Advanced principles of systems analysis, design and data modeling techniques as applied to mainfram
internet environments.

Methods and techniques of programming, data processing and programming documentation. Advanced

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techniques of software development.
Various mainframe, server and workstation operating systems.
Principles of database design and maintenance.
Principles of lead supervision and training.
Principles of business letter writing and basic report preparation.

Ability to:
Lead, organize, and review the work of staff.
Independently perform the most difficult design, programming, testing, installation and maintenance of c
application systems.
Identify, evaluate and solve complex system and programming problems.
Interpret, explain, and enforce department policies and procedures.
Analyze data and establish system requirements to develop logical solutions to data processing problem
Design, implement and maintain relational databases.
Integrate new system applications with legacy systems in a mixed platform environment.
Assist users and staff in troubleshooting system and hardware problems.
Present and explain technical information in understandable terms.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES
Any combination of education and experience that would likely provide the required knowledge and abili
typical way to obtain the knowledge and abilities would be:

Education/Training:
Equivalent to a Bachelor's degree from an accredited college or university with major course work in cor
a related field.

Experience:
Three years of increasingly responsible programming and systems analysis experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT
The conditions herein are representative of those that must be met by an employee to successfully perfo
functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to
essential job functions.

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Environment: Work is performed primarily in a standard office setting. Duties are typically performed at computer terminal; subject to noise from office equipment operation; frequent interruptions and contact i the telephone with academic and classified staff and others. At least minimal environmental controls are health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine including use of a computer keyboard; and to verbally

Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

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