

Programmer Analyst III Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=263996>

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Posted Oct. 15, 2025, set to expire Nov. 15, 2025

Job Title	Programmer Analyst III
Department	Technology and Computer Services Division Administration
Institution	Citrus Community College Glendora, California
Date Posted	Oct. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Information Technology
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Job Description	

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Recruitment Start Date: 10/14/2025

Recruitment End Date: 11/25/2025

Open Until Filled:

First Consideration Date:

Salary Range: 52

Pay Rate: \$7,975.83 - \$10,688.37 per month / \$46.02 - \$61.66 an hour

FLSA Status: Non-Exempt

Benefits:

Health & Wellness

- Fully-paid [Medical, Dental, and Vision Insurance](#) for eligible employees and dependents
- Choice of HMO or PPO with very low co-pays and out-of-pocket costs
- Flexible Spending Accounts for healthcare and dependent care
- Free 24/7 Employee Assistance Program
- Basic Life and AD&D insurance for employees only

Work-Life Balance

- [19 Paid Holidays](#) and 12 Vacation Days annually
- 12 Sick Days annually
- Opportunity for remote work (up to two days per week) with manager approval
- Possibility of Modified Summer Schedule
- Professional Learning Opportunities
- No-cost Annual Staff Parking
- Free 24/7 employee assistance program
- Close proximity to the Metro rail system

Financial & Retirement Benefits

- [CalPERS/CalSTRS](#) Retirement Plans with District-paid post-retirement medical, dental, and vision (if eligible)
- 457(b), 403(b), & Roth 403(b) Deferred Compensation Plans
- [Longevity Salary Increases](#)
- District paid employee post-retirement medical for those who qualify

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General Description/Summary

POSITION SUMMARY

Conceptualizes, designs, develops, and troubleshoots computer software and systems to support new, enhanced, and maintenance of existing programs, concentrating on instructional and business information systems. Performs advanced analysis, writes intricate code, performs systems modeling, simulation, and analysis in designing operating systems utilities, and working programs containing numerous sub-elements, following systems development and project management procedures. Organizes and conducts projects requiring significant consultations with customer-users to develop enhancements and custom features beyond normal program features. Instructs other Analysts on design of the applications. Ensures integrity of the database structures. Develops interfaces to external systems.

Minimum Qualifications/Education and Experience

- A bachelor's degree in computer sciences or a related field, and two years of designing and programming databases and operating systems experience; or, in the absence of a bachelor's degree, an associate degree, or the completion of at least sixty (60) college-level semester units, and four years of designing and programming databases and operating systems experience; or, in the absence of an associate degree, or the completion of at least sixty (60) college-level semester units, six years of designing and programming databases and operating systems experience.

Preferred Qualifications

ADVANCED TECHNICAL KNOWLEDGE AND EXPERIENCE

- Understanding of Banner ERP systems or equivalent, including student information systems, relational databases, application development, authentication and security standards, interfaces and APIs, and cloud services and workflow processes.
- Experience with modern web application development frameworks for both front-end and back-end development, including RESTful API design and version control systems.

FULL-STACK DEVELOPMENT CAPABILITIES

- Demonstrated ability to work across the entire application stack, from database design and server-side logic to client-side interface development.

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- Experience with relational database design, query optimization, and modern JavaScript frameworks.

CLOUD INFRASTRUCTURE EXPERIENCE

- Experience with cloud computing platforms, particularly Amazon Web Services (AWS), including application deployment and cloud service integration.
- Familiarity with cloud architecture principles and integrating cloud services with on-premise systems.

PROJECT LEADERSHIP AND COLLABORATION

- Experience leading technical projects involving multiple stakeholders while providing guidance to users and technical staff.
- Proven ability to work independently on complex projects and troubleshoot technical problems effectively.

REQUIREMENTS ANALYSIS AND DOCUMENTATION

- Experience conducting user requirements gathering and translating business needs into technical specifications and documentation.
- Strong documentation skills including technical specifications, user guides, and process mapping.

CALIFORNIA COMMUNITY COLLEGE SYSTEM KNOWLEDGE

- Understanding of California State reporting requirements, such as MIS (Management Information Systems) and CCFS-320 submittals.

EQUITY AND INCLUSION

- Demonstrated commitment to working with diverse populations and fostering an inclusive environment in technology services and support.

Licenses and Certificates

Essential Duties and Responsibilities

- Serves as a technical expert and coordinates systems and applications design, development, and installations to ensure efficient conversion.

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- Conceptualizes, analyzes, designs, and programs highly diverse and complex programs for administrative and academic users. Delegates, reviews and writes the code, and completes the documentation to include specifications and notes for all programs.
- Organizes the features included in applications by determining the sequence of detailed operations, determining program outcomes, and designing internal program processes. Sequences program steps and operations and delegates program elements to other analysts and technicians, who, in turn, will independently prepare code and perform installations. Integrates the work of others into large scale and diverse projects.
- Serves as a leader for large and multi-faceted projects by coordinating and otherwise involving staff members from multiple organizational units. Follows systems development life-cycle techniques and utilizes joint application development processes and project management techniques and specialized software packages/applications.
- Defines the scope and objectives for applications, along with constraints and system requirements. Analyzes and defines current organizational functions, processes, sources and uses of information, and other data to determine application needs and requirements.
- Documents workflow that often requires connecting somewhat unrelated functions, using organization and data flow charts and other related materials. Produces application design specifications and documentation on inputs, outputs, and data structures.
- Identifies and documents business processes and workflow that contribute to enhanced information flow by interviewing users, generating process maps, and proposing process solutions. Identifies information, hardware and software to support processes.
- Designs inputs, including data entry screens, scanner forms, files, and the internet. Designs outputs, including reports, files, and display screens. Designs, develops, and implements logical and physical database structures and relationships for microcomputers and network systems.
- Develops, codes, tests, and maintains application software on legacy and networked platforms.
- Coordinates and guides the work of lower level Analyst/Programmers in converting applications from one platform to another. Installs, integrates, tests and tunes software according to test results.
- Coordinates and implements data conversions and transitions from old to new systems. Develops user and system documentation.
- Plans and conducts user training, including preparation of training materials.
- Arranges for and provides technical support, problem resolution, and data research for assigned end users.
- Diagnoses and resolves the most difficult software problems from general, often vague, descriptions of the symptom or trouble report. Troubleshoots to determine problem, corrects problems and trains users as needed on procedural changes or proper use. Makes sure that any changes to critical areas are accurate and functioning properly.

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- Meets with and advises users on legacy and web-based applications. Participates in "brainstorming" sessions to resolve user questions and problems. Works with external agencies, independent contractors, vendors, and organizations on technology services, applications, and/or data requirements.
- Maintains up-to-date knowledge of evolving computer technologies, including hardware, software releases, languages, problem solving techniques, and development tools.
- Conducts feasibility studies for proposed applications and prepares recommendations. Estimates costs from labor, purchased applications, and equipment, and projects value-added potential in service, productivity, and financial benefit.
- Designs and develops software program and applications.
- Performs other duties as assigned that support the overall objective of the position.

Knowledge, Skills and Abilities

Knowledge and Skills

- Requires advanced, specialized knowledge of computer applications, operating systems, hardware, telecommunications, and network systems.
- Requires advanced, progressive, in-depth knowledge of program development techniques, procedures, tools, and documentation requirements as well as the system development life cycle.
- Requires specialized knowledge of complex principles and procedures of computer systems, including analysis, and design.
- Requires in-depth knowledge of relational database concepts, design techniques, and tools.
- Requires in-depth knowledge of computer file methods, structured testing techniques, and programming languages used by the District such as, but not limited to COBOL, Visual Basic, SQL, ASP or others currently in industry use.
- Requires in-depth knowledge of object-oriented software development techniques, tools, and applications.
- Requires advanced problem solving and analytical skills sufficient to resolve complex and unprecedented problems.
- Requires well-developed human relation skills to make formal presentations, facilitate small group processes, conduct training, provide technical support, and determine department needs or problems.

Abilities

- Must be able to perform all of the relevant duties of the position.

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- Requires the ability to analyze unique, unprecedented, and highly technical problems and develop and apply appropriate solutions.
- Requires the ability to conduct information interviews through individual conferences and group processes, and then translate user requirements into computer programs and systems.
- Must be able to coordinate systems development functions and steps and follow logical progressions for programming systems.
- Must be able to design, program, install, and maintain programs for original and purchased applications and systems, including databases.
- Requires the ability to design host computer logical and physical database structure and relationships, including those for microcomputer and network systems.
- Requires the ability to write basic to complex programs with languages used by the District, and using SQL extensions to access a relational database functions.
- Requires the ability to translate the English language into computer languages and debug program code.
- Requires the ability to discuss technical information with users, discern their needs and develop programs, systems, screens, etc., which meet those needs.
- Must be able to communicate technical and complex information to non-technical users.
- Requires the ability to provide training to on-line users in use of computer equipment and operating procedures.
- Must be able to prioritize work in order to meet deadlines and maintain schedules.

Physical Abilities

- Incumbent must be able to function effectively indoors engaged in work of primarily a sedentary nature.
- Requires the ability to sit for extended periods of time to accomplish data entry and deskwork.
- Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment.
- Requires normal hearing and speaking skills to communicate in one-on-one and small group settings and distinguish sound prompts from equipment.
- Requires visual acuity to read printed materials and computer screens.

Working Condition

- Work is performed indoors where minimal safety considerations exist.

Department: Technology and Computer Services Division Administration

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Classified

Assignment: Full-Time

Percentage of Time: 100%

Months per Year: 12 months

Work Days per Week: M-F

Work Schedule per Day: M-F 8:00 am - 5:00 pm

Work Shift: Days

Bargaining Unit: Classified

Citrus College Diversity Statement

CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

SPECIAL INSTRUCTIONS TO APPLICANTS:

Applications are considered legal documents, and as such, all areas of the application must be completed, or your application packet will be considered incomplete and will not be moved forward. While it may be appropriate in some areas of your application to use "NA" (not applicable), do not use terms such as "see resume" or "see attached". When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Applicants are responsible for ensuring that all required documents, and those additional documents you choose to include, are attached BEFORE clicking the "Finished Attaching Documents" button and confirming. It is advisable to attach "Optional" documents first, and then "Required" documents once you are ready to click on the "Finished Attaching Documents" button and confirming.

Application and Supplemental Questionnaire must be complete. A resume will not substitute for a fully completed employment application and supplemental questionnaire. Incomplete applications will be rejected. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

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Additional documents CANNOT be added to your electronic application packet once you click on "Finished Attaching Documents" and receive your confirmation number; so, please be sure you have all documents you will upload handy and in an electronic format. THE APPLICANT TRACKING SYSTEM WILL NOT ACCEPT DOCUMENTS LARGER THAN 2MB. IF YOUR DOCUMENTS DO NOT UPLOAD, PLEASE RESIZE/COMPRESS THE FILE. If you do not have all your documents handy at the time you are applying for the position, we advise you to click on "Finish Attaching Documents Later". Be sure, however, to finish attaching your documents BEFORE the close or first consideration date for the position. Please remember, you will NOT be able to attach additional documents after you have selected "Finished Attaching Documents" and have received a confirmation number, and you will not be able to apply for a position after the position has closed.

About Transcripts

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.
- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.
- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

Selection Process

- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to deliver a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.
- Each candidate may be asked to complete a writing prompt just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact current and former employer(s) to investigate employment history.

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Quick Link <https://employment.citruscollege.edu/postings/1420>

Contact Information

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

Contact

Technology and Computer Services Division
Administration
Citrus Community College

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