

## ASSISTANT PROGRAMMER ANALYST

### DEFINITION

Performs a variety of technical computer programming duties of gradually increasing scope and complexity and receives training in basic techniques of systems analysis and design. Programming responsibilities span a range of platforms and application development languages/tools.

### TYPICAL DUTIES

Assists in the analysis of technical programming and system/design problems of a less complex nature and recommends a solution.  
Uses capabilities of client/server computing to assist in the design of information systems.  
Participates in the review, identification, and definition of problems for assigned subprograms and programs.  
Prepares block diagrams, detailed flowcharts, and related documentation describing operations to be performed by computers.  
Writes and maintains batch and on-line computer programs including reports.  
Compiles and develops test data and conducts program tests to verify processing accuracy and completeness.  
Corrects or revises assigned programs as system changes or production problems occur.  
Creates job control language for batch operations.  
Designs data input/output forms.  
Uses database management software to create, store, access, sort, change, retrieve and format data.  
Receives training in the methods and techniques of analyzing business methods and procedures and their suitability for computer automation.  
May assist in the design, development, and maintenance of web applications.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Assistant Programmer Analyst performs routine programming with progressively more difficult assignments in problem analysis and systems design under the work direction of journey-level programming personnel.

A Programmer Analyst performs responsible systems analysis and programming on complex projects, assists higher-level programmer analysts on the most complex projects, and may provide work direction and technical assistance to assigned programming personnel.

A Senior Programmer Analyst, working independently or as a project leader, applies advanced technical proficiency in systems design and programming to the analysis of unusually complex management information problems and requirements and the design of improved information systems.

### SUPERVISION

Immediate supervision is received from supervisory programming personnel. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

- Computer programming techniques
- Programming languages such as C#, VB.net, ASP.net, Java, PHP, etc
- Structured Query Language (SQL)
- Relational database systems such as Oracle, DB2, Access, SQL Server, MySQL, etc
- Report development tools such as Crystal Reports, Oracle Reports, etc.
- Client/server computing concepts and capabilities
- Basic methods of systems analysis and design and data modeling
- English usage, punctuation, and spelling

### Ability to:

- Write and code moderately difficult and complex programs
- Prepare block diagrams and flowcharts
- Write documentation for assigned programming jobs
- Work effectively and cooperatively with District personnel
- Learn advanced techniques of programming and systems analysis and design and data modeling
- Learn features, capabilities and limitations of client/server systems
- Communicate effectively orally and in writing
- Utilize the commands, functions, and operations commonly used in client/server systems
- Perform detailed work rapidly and accurately
- Compile and summarize data effectively
- Analyze data and draw sound conclusions

## ENTRANCE QUALIFICATIONS

### Education and Experience:

Graduation from a recognized college or university with a bachelor's degree in computer information systems, computer science, or a closely related field and one year of recent paid experience in business applications programming (VB.net, ASP.net, PHP, and Java, PL-SQL within the last five years.

OR

Completion of a 30-semester unit certificate program or equivalent in computer information systems, computer science, or a closely related field, and one year of recent paid experience in business applications programming (VB.net, ASP.net, PHP, Java, PL-SQL, etc.) within the last five years.

### Special:

- A valid California Driver License.
- Use of an automobile.
- Employees in this class are subject to call at any hour.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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09-08-08  
LK

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05-05-14  
HL