

## PROGRAMMER ANALYST, FILENET

### DEFINITION

Performs analysis, programming, and development on major segments of complex projects using FileNet technologies while working with considerable independence on the District's FileNet Electronic Content Management System. Programming responsibilities span a range of platforms including mainframes, minicomputers, local area networks, and personal computers.

### TYPICAL DUTIES

Performs FileNet technical project analysis and system/design problems and recommends a solution. Formulates and defines computer system requirements and recommends techniques for processing FileNet data.

Develops programs for new functionalities to improve system efficiency.

Prepares block diagrams, detailed flowcharts, and related documentation describing operations to be performed by computers.

Prepares tests for programs, audit results, and corrects errors in program logic.

Analyzes existing systems and programming logic difficulties and takes corrective action.

Designs data input/output forms.

Provides technical assistance for and assists in the training of assigned programming personnel.

May participate in meetings with customers with regard to modifications to existing systems, methods, forms, records, and reports.

May assist in the evaluation of new equipment and methods.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Programmer Analyst, FileNet participates in the development and design of new functionalities by performing FileNet Systems analysis and programming, problem analysis, and systems design.

A Senior Programmer Analyst, FileNet performs FileNet participates in the development and design of new functionalities by performing FileNet Systems analysis and programming on complex projects, assists System Administrators on complex projects, performs problem analysis in difficult assignments and systems design.

A Systems Specialist, FileNet participates in the maintenance, system administration support, and enhancement of the FileNet P8 Enterprise Content Management and related systems by applying journey-level skills and knowledge.

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.

### SUPERVISION

General supervision is received from a Senior Technical Project Manager, or supervisory programming personnel. Functional supervision may be exercised over the work of Assistant Programmer Analysts.

## CLASS QUALIFICATIONS

### Knowledge of:

FileNet P8 Enterprise Content Management components, including the Application, Process, Content servers, Process Analyzer and Process Simulation servers  
Full range of information technology components such as PC's, servers, networks, and operating systems  
Microsoft Windows including Active Directory, AIX, Linux, and Oracle PL/SQL  
Information technology concepts and capabilities as they relate to FileNet Enterprise-wide programs, including software engineering, formal software development methodologies, and principles of software quality assurance  
Principles of program documentation  
SQL and Oracle databases  
New trends in the field of information technology and their implications for the design and development of enterprise software  
Microsoft Office, including Outlook  
Principles, procedures, and methods used in data acquisition, storage, structuring, and retrieval  
General system development methodology

### Ability to:

Analyze business requirements, methods, and procedures and adapt them to achievable information technology solutions  
Analyze existing manual and computerized procedures and develop improvements  
Write highly efficient and maintainable FileNet-applicable code  
Write clear and logical reports, instructions, and documentation  
Develop test data and analyze problems in programs  
Provide technical assistance to staff member with lower-level technical skills  
Communicate concepts effectively, orally, schematically, and in writing  
Work effectively with business customers and IT colleagues  
Work effectively, independently, and as team member on assigned projects  
Analyze and solve technical problems  
Evaluate and integrate new techniques in the area of enterprise content management and related technologies  
Work effectively in a fast-paced environment

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree in computer information systems, computer science, or a closely related field. Qualifying experience beyond that required may be substituted for the required education on a year-for-year basis if proof of graduation from high school or evidence of equivalent educational proficiency is provided. Coursework in the FileNet P8 suite of applications is preferable.

### Experience:

Two years of programming experience including software development experience in the design and implementation of client-server and web-based applications. The above experience must include one year experience with FileNet Technologies. Experience with Visual Basic, .Net, Java and J2EE technologies is preferable.

Special:

A valid California Driver's 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.

Revised  
10-10-12  
SJ