SENIOR PROGRAMMER ANALYST, FILENET

DEFINITION

Analyzes and coordinates the work of a project group engaged in applications programming, development, analysis, and support of a complex Enterprise-wide content management and workflow process system. Designs, builds, implements and maintains FileNet workflows, Java classes and Oracle PL/SQL for FileNet application solutions using FileNet toolkits, technologies, and templates on multiple platforms.

TYPICAL DUTIES

Performs systems analysis, programming, and development for FileNet technology projects.
Performs technical analysis of business requirements to identify IT customer solutions.
Designs new functionalities to meet the District's requirements and improve system efficiency.
Identifies, investigates, analyzes, and recommends solutions to software problems.
Develops and maintains technology solutions using Process Administrator, Processor Configuration Console, and other FileNet toolsets, technologies, and templates.
Designs, builds, tests, implements, maintains, and enhances FileNet reporting and external interface requirements.
Creates and maintains technical specifications of programming activities.
Provides support to the user community and resolves technical issues to minimize negative impact on productivity.
Maintains documentation of all strategies, processes, and procedures.
Keeps abreast of upcoming software releases and related technological changes.
May provide training and mentoring to lower-level technical staff.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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 Senior Technical Project Manager directs major activities involved in planning, development, and implementation of a major software applications system and may supervise and coordinate efforts of Technical Project Managers.

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 Systems Specialist, FileNet participates in the full range of maintenance, systems administration support, and enhancement of the FileNet P8 Enterprise Content Management and related systems by applying advanced technical knowledge and expertise.

SUPERVISION

General supervision is received from a Senior Technical Project Manager. Supervision may be exercised over the work of assigned programming personnel.

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
Principles of supervision

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
Supervise and train personnel assigned to projects
Provide supervision, technical assistance, and mentoring to staff members with lower-level technical skills
Communicate complex concepts effectively, orally, schematically, and in writing
Work effectively on assigned projects independently or as a team leader
Work effectively with business customers and IT colleagues
Analyze and solve complex 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.

<u>Experience</u>:

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

<u>Special</u>:

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.

Reviewed
10-10-12
SJ