



## California's Valued Trust JOB DESCRIPTION

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<b>Position:</b>	Programmer Analyst
<b>Reports To:</b>	Information Technology Manager
<b>Status:</b>	Full Time
<b>Classification:</b>	Exempt

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### **Position Summary:**

Operates under the general direction and supervision of the Information Technology Manager. Significant experience in all phases of applications software development/maintenance life cycles in a client server environment preferred. Demonstrates excellence in technical skills and technical knowledge required in one or more high level programming languages respective to various systems and programming development environments.

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### **Essential Duties:**

- Maintains established information systems by translating needs into application systems and programs to ensure effective automated business solutions.
- Applies and expands business knowledge in solving business problems to meet the needs to code, test, and debug programs
- Writes specifications that can be translated into computer programs;
- Performs routine maintenance on existing systems
- Analyze needs and translate them into efficient computerized solutions
- Defines requirements to determine solutions to business problems.
  - a. Meets with other IT staff to identify and define problems.
  - b. Performs studies.
  - c. Researches alternative technology solutions.
  - d. Conducts cost/benefit or feasibility analysis.
- Develops information systems and performs maintenance to existing systems.
  - a. Selects development languages.
  - b. Develops functional and technical program specifications.
  - c. Designs, develops, tests and implements programs in an information system.
  - d. Develops and applies test data to an information system.
  - e. Instructs staff on the use of developed interfaces, applications, procedures, and systems.
  - f. Corrects program malfunctions.
    - i. Reads output from code utilities and error messages
    - ii. Identifies and repairs code

- Must coordinate closely with personnel in other departments of the company
- Will need to learn the processes and operations of the overall business in order to provide this expertise.
- Performs other work as assigned.

### **Minimum Qualifications**

#### **Education:**

- High school diploma or equivalent
- Bachelor's degree or equivalent course work required in Computer Science or related field.

#### **Experience, Skills & Abilities:**

- Highly effective communications skills, both oral and written, will be required and will be a major component in the selection of the successful candidate.
- Programming experience in various application environments primarily in conjunction with SQL.
- Web based application design, programming, and implementation.
- Personal computer word processing and spreadsheet applications.
- Plan, organize, and coordinate programming and software support projects and specifications.
- Analyze and design new computer applications and programs.
- Research, identify, and resolve system procedures and problems.
- Design test data and assure all applications and programs operate properly.
- Communicate with and understand user needs and systems requirements.
- Develop documentation for programming projects.
- Analyze and resolve information system errors.
- Use and apply standard principals, theories, and concepts of computer programming and design

#### **Miscellaneous:**

Required to work occasional overtime, evenings, and weekends. May travel locally, as required.

#### **License Requirements:**

Possession of a valid Class III California driver's license  
Must be insurable/bondable at the "standard rate" by the insurance carrier at all times while employed as a Programmer Analyst

**Confidentiality:**

Requires adherence to established policies on confidentiality of records and other information available through employment with the Trust