



## **ENTERPRISE SYSTEMS PROGRAMMER/ANALYST APPLICATION DEVELOPER**

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### **BASIC FUNCTION**

Under the direction of an assigned supervisor, develops software applications and performs system and data analysis. Designs, develops, tests, and implements applications based on end user requirements and identified business needs. Monitors data integrity, develops testing strategies, and integrates systems and data to improve accuracy, system performance, and reliability. Prepares reports for institutional use. Writes and maintains end user documentation. Provides instruction in enterprise system functionality and operation. Provides expertise and consultation services to system users.

### **DISTINGUISHING CHARACTERISTICS**

This classification performs advanced programming, application integration, and systems analysis. The incumbent performs complex work independently and serves as a project leader for application development projects.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.*

1. Plans for and implements system goals; assists in the preparation of proposals for all phases of systems development and implementation.
2. Designs cloud-based and on-premises solutions and applications to meet user needs.
3. Defines the scope, objectives, constraints, and system requirements for assigned application development in consultation with end users.
4. Detects, analyzes, and defines data needs; implements data conversions and data integrations.
5. Assists and trains functional users in understanding application capability and usage.
6. Provides technical assistance in specialized software applications and data analysis.
7. Designs, programs, maintains, and debugs existing programs and data structures to resolve issues and meet end user needs.
8. Designs, programs, maintains, and analyzes new programs, scripts, and data structures to meet user requirements; proposes alternative system solutions.

Classification: Enterprise Systems Programmer/Analyst Application Developer/ Range: 32 / FLSA Status: non-exempt

Date Last Revised: 6/20/2015-July 20224/ Date Approved:

9. Writes code and modifies programs using current programming languages.
10. Tests, debugs, and evaluates enterprise system performance.
11. Identifies potential program failures and implements solutions.
12. Designs and maintains database and file structures used by the enterprise systems.
13. Writes and maintains enterprise system documentation.
14. Protects confidential information, files, and electronic data.
15. Maintains current knowledge of developments, issues and advancements in software development and programming.
16. Other job-related duties as assigned.

## QUALIFICATIONS

### Knowledge Of:

- Techniques of analysis, programming, and data structure development.
- Options for cloud-based and on-premises applications.
- Database structures, program options and procedures necessary to integrate and/or implement enterprise systems.
- System testing and diagnosis techniques to resolve issues.
- Documentation techniques and practices.
- Project management tools and techniques.

### Skills and Abilities To:

- Analyze system needs for institutional functions and develop workable solutions.
- Lead teams of technical staff and users to complete projects.
- Apply expertise and advanced knowledge of computer programming techniques.
- Develop databases, programs, and procedures to integrate/implement enterprise systems.
- Test enterprise systems to determine operational reliability.
- Work with users in identifying their data, access, query, and reporting needs.
- Perform software development to generate reports.
- Perform critical thinking to diagnose the causes of and corrections for program and data inaccuracy and inconsistency.
- Maintain comprehensive records and provide proper documentation of the applications.
- Establish and maintain cooperative and effective working relationships with others.
- Provide effective communication and customer service using tact, patience, and courtesy.
- Meet schedules and timelines; effectively plan and organize work for self and others.

### Education and Experience:

Classification: Enterprise Systems Programmer/Analyst Application Developer/ Range: 32 / FLSA Status: non-exempt

Date Last Revised: 6/20/2015-July 20224/ Date Approved:

A bachelor's degree in computer science, Information Technology, or related field plus three (3) years' experience in systems analysis or two (2) years course work in Computer Science, Information Technology, or a related field and five (5) years' experience in systems analysis.

**Certificates, Licenses, Special Requirements:**

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

**Other Requirements:**

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

**WORKING CONDITIONS**

**Work Environment:**

Office environment.

**Physical Demands:**

Sitting for extended periods of time; operate office equipment, computers, and related peripherals; walk short distances on a regular basis; occasionally travel to other offices or locations to attend meetings or pick up and/or deliver materials; use hands and fingers to operate an electronic keyboard or other office machines; speak clearly and distinctly with others; lift, carry, and/or move objects weighing up to 40 pounds; ability to occasionally stand, bend and twist, and reach in all directions.

Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

**Mental Demands:**

Ability to use judgement in working with others; ability to direct the work of others; ability to communicate so others will be able to clearly understand/interpret spoken and written communications; ability to problem solve technical issues; ability to handle the stress of schedules and timelines.

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