

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PROGRAMMER ANALYST III

BASIC FUNCTION:

Under the direction of the Chief Technology Officer or designee, generate conceptual design project specifications with timelines and cost estimates; prepare contracts for third party vendors and contractors; generate systems and programming specifications; perform program design and coding of computer-based systems to meet District needs.

DISTINGUISHING CHARACTERISTICS:

The Programmer Analyst III serves as a technical resource for other programming personnel and leads programming projects. The Programmer Analyst I develops and implements applications under direction, working closely with supervisory and lead personnel. The Programmer Analyst II operates more independently with responsibility for the design and maintenance of assigned programs.

ESSENTIAL FUNCTIONS:

Establish formats for documentation of system specifications, program specifications, operating instructions and user manuals.

Generate preliminary systems conceptual designs and prototypes; create and maintain database schematics.

Provide periodic status reports to management regarding project progress.

Generate and implement plans for migration of legacy systems to new technology systems.

Assist networking staff with developing capacity requirements for new systems.

Conduct regular meetings with user departments to develop new system specifications and prototypes.

Perform systems feasibility and cost studies.

Develop project charters.

Follow software development life cycle.

Generate preliminary systems conceptual designs, timelines and cost estimates; generate performance specifications for software systems.

Perform database analysis and design for new systems and system modifications.

Evaluate vendor proposed software and hardware.

Train individuals on district technology.

Communicate with vendors regarding contracted programming services.

Assist in the development and documentation of requirements for new systems or modifications to existing systems; discuss problems and test solutions.

Analyze staff needs and system requirements to design, build and implement solutions.

Generate system and program design specifications for both new systems and existing system modifications according to standard formats.

Perform detail program design and coding to meet system design requirements and programming specifications.

Assists in conducting tests of systems and programs; assures proper system functionality and makes modifications as needed.

Maintain and modify existing systems and programs.

Provide periodic written reports.

Conduct training for new or changed application systems.

Communicate effectively with coworkers and stakeholders.

Driving a vehicle to conduct work as assigned.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Graphical user interface design.

Web and desktop application design and architecture.

Microsoft Structured Query Language (M/S SQL) database design and understanding of relation theory.

M/S T-SQL and SQL performance tuning.

Postgre-SQL.

SQL Server Integration Services.

SQL Server Reporting Services.

Data Analysis.

Data Analysis tools.

Identify information-driven trends and solutions.

Project and program planning techniques and control.

Interpersonal skills using tact, patience and courtesy.

Capabilities, operation and utilization of computer systems and related equipment.

Systems and procedures analysis and development.

Applicable computer language and software product evaluation.

Management information systems.

ABILITY TO:

Collaborate with staff to transform their needs into clear, successful, and feasible system designs and program specifications.

Learn and use new programming languages and operating systems.

Perform systems analysis activities including the development of cost efficient, auditable, and secure systems.

Design forms, develop test techniques and test computer programs and systems.

Assist staff in determining their needs.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Troubleshoot and solve problems quickly and accurately.

Maintain consistent, punctual and regular attendance.

Effectively perform activities.

Effectively communicate to exchange and understand information.

Effectively operate a computer keyboard.

EDUCATION AND EXPERIENCE REQUIRED:

A minimum of 3 years of professional experience in systems analysis, database design and applications programming. Bachelor's degree in computer science or related field and Industry-standard certifications preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT.

Office environment.

Driving a vehicle to conduct work.

BOARD APPROVED: December 16, 2025