



**HEMET UNIFIED SCHOOL DISTRICT**  
1791 W. Acacia Avenue – Hemet, CA 92545-3637 - (951) 765-5100

## **INFORMATION SYSTEM PROGRAMMER ANALYST**

### **JOB SUMMARY**

Under the direction of the Director of Information Technology and Services; performs specific programming functions as necessary for the establishment, maintenance, modifications and administration of the District's student information database as well as other District database programs; analyze, develop and maintain District websites. Perform other duties as assigned.

### **ESSENTIAL FUNCTIONS**

- Installs and monitors the operation and performance of database hardware and software solutions, including Student Information Systems, to ensure that it operates in a manner consistent with the needs of the District;
- Analyzes and evaluates database systems, and makes recommendations to ensure their integration with other systems used in the District;
- Configures, maintains and monitors District student information system database;
- Design, implement and document customization of District student information system;
- Generates and uploads data files required for state and federal data systems;
- Generates and uploads data file required for third party data systems;
- Provides periodic written reports as required;
- Provides training on various software for District staff
- Provides training on utilization of District data processing services;
- Assist in providing training with the student information system;
- Assist with vendor contracted programming services;
- Operates a variety of computer related equipment, including microcomputers, optical scanners, printers and other peripheral devices;
- Maintain communication and work in a collaborative manner with all district staff;
- Preserve information system assets and data integrity by implementing disaster recovery and back-up procedures, and information security and control structures;
- Assist in ensuring District wide compliance with various licensing and copyright requirements;
- Assist in the review and selection of educational and business operations technology hardware and software;

### **EMPLOYMENT STANDARDS**

#### **KNOWLEDGE OF**

- Relational database design techniques, capabilities, operation, and control including SQL database administration and SQL programming.
- Modern application processes including workflow, database integration, data validation and role based security.
- Familiarity with K-12 curriculum, instructional strategies, and the relationship of technology of these areas;
- Specific programming languages determined by current applications, which can include MSSQL, PHP, HSP, HTML and MS Access;
- Principles of student information system;
- Technical aspects of field of specialty;
- Oral and written communication skills;
- Interpersonal skills using tact, patience and courtesy.

## **INFORMATION SYSTEM PROGRAMMER ANALYST**

(continued)

### **ABILITY TO**

- Explain complex technical issues to non-technical staff;
- Program and administer SQL databases;
- Develop solutions to complex technical database management system problems;
- Analyze, troubleshoot and maintain all District student information system database;
- Organize and provide training for District staff;

### **EMPLOYMENT STANDARDS**

- Plan, organize and supervise the operation of district technology, including the use of technology as an instructional tool, at site and district levels;
- Prepare and present management reports, interpret plans and specifications in a clear and concise manner;
- Meet schedules and time lines;
- Demonstrate good communication and interpersonal skills;
- Establish and maintain cooperative and effective relationships with those contacted in the course of work.

### **EDUCATION**

Bachelor Degree in Computer Science, Information Systems or Business. Coursework in programming which includes, but not excluded to SQL, MSSQL, PHP, HTML, MS Access, and Java is preferred.

### **EXPERIENCE**

Three (3) years of increasingly responsible experience in the design and sharing of inter-networked hardware and student software resources. Must have hands on experience with MSSQL database programming as well as PHP and HTML. Must be proficient with MS Office suite and be able to create programs using MS Access database. Experience in a public education environment is preferred, but not required.

### **ADDITIONAL REQUIREMENTS**

- Must possess a valid California Vehicle Operator's license;
- Insurability by the District's liability insurance carrier;

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential job functions.

**Physical Demands:** Sit, look downward, reach, (up to frequently); stand, walk, bend, stoop, squat, push, pull, foot controls (occasionally); climb stairs, twist (infrequently); repetitive hand activities within close reach, such as files, keyboard & handwriting (frequently); lift/ carry up to 25 pounds (occasionally), may lift/ carry equipment up to 75 pounds (infrequently); extensive reading; use seeing, hearing & speaking (including in-person, phone & public address.)

**Working Conditions:** Office environment with multiple staff members, subject to frequent interruptions, continual deadlines and pressures connected to limited funds to meet growing needs, driving a vehicle to conduct work

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

### **EMPLOYMENT STATUS**

Classified Management Position

July 2018