

School District of Santa Rosa County
Santa Rosa County District Schools
Job Description
~~Computer Programmer/System Analyst I~~
Operations Analyst I

Reports To: ~~Data Processing Manager~~
Assistant Superintendent, ITS

FLSA Status: ~~Non-Exempt~~
Exempt

Department: ~~Data Processing~~
Information Technology Services

Prepared by: Human Resources

Date: ~~June 21, 2018~~
September 10, 2019

Job Code: 44130

Range: ~~18~~
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Preface: **[Section Added]**

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work to be performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with this position.
- There are marginal tasks employees are required to performed that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.

Principal Duties and Responsibilities (Essential Functions):

~~Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.~~

- ~~Responsible for system development effort from initial planning through implementation;~~
- ~~Determines system functional requirements, produces accurate development plans and projects completion schedules;~~

- ~~Develops accurate time/cost estimate, cost benefit studies and projects management controls;~~
- ~~Works with user personnel in determining needs, defining feasible solutions and producing quality results;~~
- ~~Designs effective logical, well-structured systems to satisfy identified problems;~~
- ~~Analyzes designs, codes, tests, debugs, maintains, documents and implements programs and systems;~~
- ~~Posts implementation reviews and revisions;~~
- ~~Reviews and submits recommendations for improvement to systems;~~
- ~~Provides written and oral reports of activities to management and users;~~
- ~~Maintains current knowledge of standard language, coding methods and operations requirements;~~
- ~~Writes and maintains programs;~~
- ~~Travel to office sites within the district and industry related conferences may be required;~~
- ~~Performs related duties as required or assigned.~~

Primary Duties and Responsibilities:

- Collaborates with others as needed to determine project requirements.
- Defines feasible solutions for projects.
- Produces project development plans and estimates completion schedules.
- Provides written and/or oral project reports to management.
- Supports software development lifecycle tasks.
- Manages data integration definitions/processes to third-party system.
- Performs complex data analysis.
- Perform other duties as required or assigned. The omission of specific statements of duties does not exclude them from the position especially if the work is similar, related or a logical assignment to the position, nor does every position allocated necessarily perform every duty listed.

Job Related Skills:

- ~~Programming experience in desktop or web based applications.~~
- ~~Experience with the Microsoft Visual Studio development environment using VB.Net or C# programming languages is preferred.~~
- ~~Experience with SQL, PHP/MySQL, HTML/CSS and JavaScript is beneficial, but not required.~~
- ~~A working knowledge of Microsoft Office products such as Outlook, Word and Excel will be beneficial.~~

Supervision Received: [Section moved to bottom]

~~Data Processing area supervisor~~

~~Supervisor/Manager~~

Supervision Exercised: [Section moved to bottom]

~~None~~

Assigned Personnel

Minimum Qualifications & Skills:

- ~~Approved nationally recognized professional certificates in related fields or~~
- ~~Bachelor's Degree in systems science or related field.~~
- ~~One year of programming experience in desktop or web based applications.~~
- ~~Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.~~
- Graduation from an accredited college with a bachelor's degree in Computer Science or reasonably equivalent major.
- Two years of experience in professional software developer for either Windows-based applications, web-based applications, or IBM mainframe-based applications.
- Two years of relevant experience in using enterprise-class databases and structured query languages on at least one of the following platforms:
 - Microsoft SQL Server
 - Oracle Database Server
 - PostgreSQL Server
 - IBM DB2 Server
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board will determine what is necessary and appropriate for each position.

Preferred Qualifications & Skills:

- Microsoft Visual Studio proficiency, with emphasis on C# and/or VB.NET programming.
- Microsoft Windows OS proficiency.
- Linux OS or Apple macOS experience.

Physical Demands:

~~Requires sitting for long periods of time designing programs; must be able to visit office work sites to study computer problems and system operations. Indoors. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.~~

Sit for extended periods. Heavy and moderate lifting and carrying, reaching above shoulder, manual dexterity for testing equipment, good vision, distinguish basic colors, good hearing, walking, standing, bending, stooping. Drive and operate a motor vehicle. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary duties and responsibilities of this job.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Job Benefits:

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid vacation, sick leave and optional personal leave
- Generous paid holidays. Holiday calendars for education support staff closely follow the calendars used for education staff

Conclusion:

~~This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.~~