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

Reports To:     ~~Data Processing Manager~~
                Assistant Superintendent, ITS
FLSA Status:    ~~Non-Exempt~~
                Exempt
Department:     ~~Various~~
                Information Technology Services
Prepared by:    Human Resources
Date:           ~~February 15, 2018~~
                September 10, 2019
Job Code:       44150
Range:          24

## 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.~~

- ~~Designs new or modifies systems to be effective, logical, well-structured and maintainable to solve identified problems;~~
- ~~Analyzes systems with problems and establishes functional requirements;~~
- ~~Develops accurate time/cost estimate;~~
- ~~Produces accurate development plans and projects status and completion schedules;~~
- ~~Works with user personnel determining needs, defining feasible solutions and producing quality results; Designs various forms used to collect data and distribute information;~~

- ~~Coordinates and directs work of other programmer/analyst on various projects;~~
- ~~Performs record management, including distribution and use of reports;~~
- ~~Develops manuals to communicate system procedures;~~
- ~~Analyzes designs, codes, tests, debugs, maintains, documents and implements programs and systems;~~
- ~~Participates in evaluation of equipment and defines standards for equipment selection;~~
- ~~Interfaces with data processing to coordinate the development of systems whenever computer oriented systems have been selected;~~
- ~~Reviews and submits recommendations for improvement to systems;~~
- ~~Provides written and oral review reports of activities to management;~~
- ~~Develops manuals to communicate system procedures and cost calculation studies;~~
- ~~Maintains current knowledge of standard language, coding methods and operations requirements;~~
- ~~Performs other 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 highly complex data analysis.
- Works with management to analyze possible solutions and estimate costs.
- Provides multi-member project leadership.
- Researches relevant technologies and systems for potential suitability.
- Recommends software development standards and best practices.
- Reviews system documentation.
- Reviews and provides recommendations for improvement to existing systems.
- Provides external oversight into projects as requested by supervisor or management.
- Serves on committees for program development as directed.
- Perform special research assignments for audits, reporting, security, etc.
- 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:~~**

~~Job skills required for programming in this environment will vary depending on assigned duties. Knowledge of the following products will be beneficial.~~

- ~~IBM Mainframe environment.~~
  - ~~TSO/ISPF editor environment~~
  - ~~Batch level COBOL~~
  - ~~CICS COBOL/BMS mapping~~
  - ~~Easytrieve~~
  - ~~VSAM file management/IDCAMS~~

- ~~DB2 database management~~
  - ~~ACF2 security management~~
- ~~Windows/Web environment~~
  - ~~Visual Studio Languages Visual Basic or C#~~
  - ~~Microsoft SQL Server~~
  - ~~PHP/MYSQL~~
  - ~~JavaScript~~
  - ~~HTML/CSS~~

**Supervision Received:** [Section moved to bottom]

~~Data Processing Manager~~

~~Department Manager or Administrator~~

Supervisor/Manager

**Supervision Exercised:** [Section moved to bottom]

~~None~~

Assigned Personnel

**Minimum Qualifications & Skills:**
- ~~Bachelor's Degree in Systems Science or related field.~~
- ~~Three years' experience with major software development projects in an IBM mainframe or Windows Client Server computer environment~~
- Graduation from an accredited college with a bachelor's degree in Computer Science or reasonably equivalent major.
- Nine years of experience in professional software developer for either Windows-based applications, web-based applications, or IBM mainframe-based applications.
- Nine 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
- Three years of specialized work experience related to the type of system being supervised.
- 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:**

~~NA~~

**Preferred Qualifications & Skills:**

- Highly accurate project scheduling.
- Multi-project management and scheduling proficiency.
- 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. Inside, exposure to noise associated with computer operating; exposure to electrical wiring and apparatus. 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.~~