c l a s s i f i e d   p o s i t i o n

College of the Sequoias

Programmer Analyst

College of the Sequoias Community College District

915 S. Mooney Blvd.
Visalia, CA 93277–2234
(559) 730-3867

Full-time, 12–month Classified Position
7:45 a.m. - 4:45 p.m., Monday-Friday
E-Mail: LindaRei@cos.edu
Web: www.cos.edu

Description of Position

Under the direction of the Applications Manager, the Programmer Analyst will analyze manual and automated systems and procedures and prepare computer programs or modify existing programs as appropriate to respond to user needs. This position will initially be assigned responsibilities for supporting Student Success Systems including Banner and Degree Works.

Minimum Qualifications

Education and Experience:

Any combination equivalent to:

• two years college-level course work in data processing **and**
• one year of computer programming experience

Desirable Qualifications

Desirable:
• Microsoft Visual Studio (VB, C#)
• Microsoft SharePoint
• Java Script
• Java
• Groovy-Grails
• Microsoft SQL
• Microsoft SQL Server
• Oracle SQL
• LINUX
• Microsoft Office Suite programming (especially EXCEL and ACCESS)
• Microsoft Server

Representative Duties

• Study existing systems and procedures of individual departments regarding requirements, organization flow of data, methods and forms.
• Develop programs according to the needs of individual departments; write new programs or modify existing programs as necessary.
• Perform a variety of complex duties as necessary to develop computer programs; analyze program objectives and design desired output.
• Develop and code batch processes and shell scripts.
• Object-oriented programming.
• Test, check and refine programs by processing data through the system.
• Communicate with users to respond to requests for assistance or to explain proper use of programs.
• Write or modify programming documentation in accordance with new or changed program.
• Operate a computer terminal as necessary to perform programming duties.
• Remain current on developments in computer programming equipment, applications and techniques; participate in training programs as required.
• Utilize the District's integrated software in performing the required duties of the position.
• Perform related duties as assigned.

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Conditions of Employment

- Salary is at Range 46
  ($23.62 hourly/$4,094 monthly).
  Initial placement on step AA.
- Salary increase after 6 months of satisfactory service; increases annually thereafter.
- Minimum 5 percent increase if promoted.
- 10–working months probationary period.
- Union membership upon employment.
- Medical/dental/vision insurance program for employee and dependents
- $100,000 Employee life insurance is provided.
- Retirement Plan.

Working Conditions

Environment
- Office environment.

Physical Abilities
- Sitting for extended periods of time.
- Ability to communicate with students/public.
- Ability to read documents.
- Ability to sit and stand for extended period of time.
- Ability to reach in all directions.
- Ability to lift up to 30 pounds.

Screening Procedure

Only **complete** application packages will be evaluated by a qualified screening committee as soon as possible after the closing date. Meeting the minimum qualifications does not assure the candidate an interview. Application materials will be screened to determine the extent to which they meet the Representative Duties. A selected group of candidates will be invited for oral interviews. After initial interviews, finalists may be asked to return for a second interview.

All costs incurred as a result of the application/ selection process shall be borne by the candidate.

Application Procedure

Applicants **must** submit the following materials which must be received by Human Resource Services on or before the application deadline,

September 15, 2015 / 4:30 p.m.

- Completed COS classified application form
- Letter of interest addressing your interest in this position and the representative duties
- Resume

Send: Linda Reis
(559) 730-3867
Human Resource Services
Position 5082-c-03-15
College of the Sequoias CCD
915 S. Mooney Blvd.
Sequoia Building, Room 5
Visalia, CA 93277-2234

Notice to all candidates for employment

"College of the Sequoias Community College District is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, creed, color, national origin, sex, gender, sexual orientation, age, religion, mental or physical disability, medical condition, genetic information, marital status, military service, or any other basis protected by law."

"College of the Sequoias Community College District provides reasonable accommodations to qualified applicants with disabilities. If you need a reasonable accommodation for any part of the job application and hiring process, please contact a representative from Human Resources at