

PROGRAMMER AND APPLICATIONS ANALYST

GENERAL DESCRIPTION OF CLASS

Under the direction of an assigned administrator or manager, the Programmer Analyst performs a wide range of programming, reporting, integration, and web development tasks. The incumbent develops, tests, documents, and maintains system integrations; writes and maintains scripts and programs in multiple languages (Python, SQL, PowerShell, Java, C#, etc.); develops web applications, dynamic forms and workflows, and dashboards; and provides support for institutional technology solutions. The role requires independent judgment within established guidelines, policies, and procedures, with a focus on collaboration, documentation, compliance, and delivery of effective solutions.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skills in one or more areas of the work assigned. The duties below are not inclusive, but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed as well as other related duties.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

1. Design, test, implement, and maintain integrations between enterprise applications. *
2. Develop, test, manage, and support APIs and web services (REST, SOAP) for data exchanges and real-time integrations, including cloud-based applications, ensuring compliance with District security and authentication standards. *
3. Write and maintain scripts and programs (using languages such as Python, SQL, PowerShell, Java, C#) to automate data transfers and system processes. *
4. Collaborate with IT staff and campus departments to collect operational requirements, analyze business processes, and deliver solutions aimed at improving overall efficacy and efficiency. *
5. Provide troubleshooting support for integration errors and promptly resolve system alerts and failures. *
6. Document integration workflows, technical configurations and updates, and application processes. *
7. Conduct testing of integration processes to ensure functional correctness and efficiency.*
8. Contribute to the upgrade and patching cycle by testing integrations, updating scripts, and ensuring continuity of system processes. *
9. Ensure adherence to data governance, compliance standards, and frameworks (e.g., FERPA). *
10. Develop and troubleshoot web applications and user interfaces using HTML, CSS, JavaScript, and frameworks such as React, Angular, or Vue, including the District's CMS. *
11. Implement responsive design and ensure cross-browser compatibility of web applications. *
12. Optimize web applications for maximum speed and scalability. *
13. Develop reports and dashboards using SQL Server Reporting Services (SSRS), Informer, PowerBI, or similar tools. *

14. Interact effectively with diverse populations and constituencies requiring judgment, tact, and diplomacy. *
15. Participate in business process analysis by documenting workflows, identifying inefficiencies, and suggesting improvements that support and enhance operational effectiveness. *
16. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy.
17. May serve on a variety of District committees as requested.
18. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS**EDUCATION/EXPERIENCE:**

- Bachelor's degree; **AND**
Three (3) years of progressively responsible programming, integration, or analysis experience related to the duties of the position.
- Or, any combination of education and experience which would provide the required qualifications for the position.

*Bachelor's degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- May travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position is required.

DESIRED QUALIFICATIONS:

- Technical experience in a higher education environment.
- Proficiency with Microsoft .NET technologies (C#, ASP.NET, MVC, Web API).
- Experience with SQL Server (T-SQL, stored procedures, optimization).
- Familiarity with SSRS, PowerShell, GitHub, and ERP systems (such as Colleague).
- Experience with business process analysis and cross-departmental collaboration.

KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)**Knowledge of:**

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies, and procedures governing the District.
- System integration, data management, and ERP applications.
- Scripting languages (PowerShell, Python, SQL).
- Front-end and back-end web development (HTML, CSS, JavaScript, .NET).
- Reporting and business intelligence tools (SSRS, PowerBI, Informer).

Ability to:

- Independently perform the essential responsibilities of the position.
- Interpret and apply District policies, procedures, rules, and regulations related to the area of assignment.

- Understand and apply District and department policies and procedures related to the area of assignment.
- Integrate local, state, and federal laws and regulations related to the area of assignment.
- Read, understand, learn, interpret, and apply rules, regulations, policies, and procedures related to the area of assignment.
- Analyze and resolve system issues, design solutions, and optimize performance.
- Document processes, write clear technical specifications, and communicate effectively.
- Work collaboratively with diverse stakeholders.
- Plan, organize, and prioritize workload to meet schedules and deadlines.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, Board of Trustees, students, external organizations, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbents in this classification may provide work direction and/or guidance to student workers, student assistants, and/or short-term, temporary employees.

The incumbents in this classification receive appropriate levels of supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Incumbents may be required to travel offsite to other District sites. Work is performed primarily indoors where minimal safety considerations exist.

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY

EMPLOYER: To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.