



**BAY DISTRICT SCHOOLS  
DEPARTMENT OF HUMAN RESOURCES  
JOB DESCRIPTION**

**TITLE: PROGRAMMER ANALYST**

**QUALIFICATIONS:**

1. A Bachelor's Degree from an accredited college or university with a major in one of the computer sciences **OR** High school diploma and at least six (6) years business technology experience.
2. Basic understanding of application development, relational databases (SQL server preferred), SQL, TCP/IP networks and Windows operating environment.
3. K-12 school district knowledge, preferred.

**PHYSICAL REQUIREMENTS: Light**

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

**REPORTS TO:** As assigned by Bay District Organizational Structure.

**SUPERVISES:** As assigned by Bay District Organizational Structure.

**PERFORMANCE RESPONSIBILITIES:**

1. Conducts tasks related to applications development and establishes/implements new or revised applications systems and programs to meet specific business objectives.
2. Develops automated ETL processes integration between different systems. Ensures processed data is clean, accurate and complete.
3. Maintains and coordinates changes for the Bay District Schools website.
4. Develops business reports using technologies such as SQL, SSRS, Cognos and/or PowerBI.
5. Provides excellent customer service.
6. Utilizes strong organization, time-management, problem solving, troubleshooting, communication skills and ability to stay current on technology.
7. Performs responsibilities outside normal business hours if required.
8. Performs other duties as assigned.

**TECHNOLOGIES:**

1. Focus Student Information System, PowerSchool ERP, Versatrans
2. Microsoft development environment (SQL, Server, C#)
3. Help Desk ticketing systems (Manage Engine, ServiceNow)
4. Cloud implementations (Azure, Google, AWS)
5. Various vendors: Classlink, Canvas, One Roster, Clever, point-of-sale

**TERMS OF EMPLOYMENT:**

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in Current Salary Placement Schedule 2.

**EVALUATION:** Performance evaluated annually in accordance with School Board Policy.

*Analey Baker*

Reviewed by Dept. of Human Resources

APPROVED DEC 08 2020

Adopted by Bay District School Board