



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

**POSITION:** Programmer Analyst

**LOCATION:** Information Technology Department  
Primarily located at the Warwick Campus

**REPORTS TO:** Manager System Development

**GRADE:** CCRI PSA 10

**WORK SCHEDULE:** Non-Standard; 35 hours per week

**JOB SUMMARY:** Under limited supervision, responsible for developing and maintaining reporting data blocks, SQL, reports; within the College's Business Intelligence systems; assist with ODS Administration tasks.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

As required, performs duties of a Programmer Analyst.

Define requirements in consultation with data custodians.

Review program specifications to confirm logic and time estimates with user department and supervisor.

Design, develop, implement, and support new data blocks, SQL and associated reports using Evisions Argos.

Work with data custodians to test and evaluate results to ensure compliance with specifications.

Assist the Manager-Systems Development with ODS Administration by using the ODS Administrative Interface: set up user accounts and roles, set up parameters, schedule processes, run utilities, maintain freeze data.

Working with the DBA, resolve ODS refresh run-time errors.

Follow reporting standards and naming conventions.

Troubleshoot problems and failures and work to resolve issues.

Participate in team review of work progress.

**Knight Campus**

Develop and modify technical documentation to support application maintenance, operations, and end-user training.

Maintain proficiency in programming and other tools used in developing reporting structure.

Perform other related duties as directed

Respond to technical emergencies outside of normal working hours as needed.

Keep up with changes in software development tools and techniques, programming languages, reporting tools, and vendor supplied information systems for higher education.

**LICENSES, TOOLS AND EQUIPMENT:**

Computers, computer software and peripheral devices, such as printers and scanners.  
Must have access to and use of own transportation.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

Associate's degree in computer science or related field is required; Bachelor's degree preferred.

Experience working with Ellucian Banner experience preferred.

Minimum of two years' experience with writing standard queries and reports with SQL, PL/SQL.  
Evisions Argos and Oracle databases experience preferred.

Demonstrated ability to communicate effectively with people of varying degrees of technical ability is required.

Demonstrated ability to communicate effectively and collegially is required.

Demonstrated logical, analytical, and problem-solving skills are required.

Demonstrated capacity for self-directed learning is required.

Excellent organizational and communication skills are required.

Ability to work independently on multiple assignments and to work collaboratively within a team is required.

**CCRI is an Equal Opportunity / Diversity Employer.**

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.

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