

# FEATHER RIVER COMMUNITY COLLEGE DISTRICT

570 Golden Eagle Ave., Quincy CA 95971  
(530) 283-0202, ext. 257  
www.frc.edu

## MIS SPECIALIST – PROGRAMMER ANALYST

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### DEFINITION:

Under general supervision, to perform a variety of professional level duties in support of the College's computing services; to coordinate college MIS reporting needs and services; to help prepare a variety of external and internal periodic and special reports; and to perform related duties as assigned.

### CLASSIFICATION:

- FLSA Non-exempt
- FTE: 1.0 (40 hrs. per week / 12 months)
- Classified – CSEA
- Funding: General
- Date Modified: April 2023

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Responsible for the collection, generation and submission of State, Federal, and internal reports directly related to compliance with federal, state, and local statute and regulation.
- Analyze, design, implement and manage computerized information systems in an organizational environment.
- Analyzes designs and writes programs to address new reporting requirements
- Assists with troubleshooting and remediating department processing problems

- Creates procedures to help automate recurring tasks
- Helps with the development of custom reports for the various functional areas
- Assists departmental power users with configuration and table changes
- Coordinates with management to optimize interoperability of campus systems
- Adheres to industry standards for security and data management
- Provides a backup to the DBA for critical support needs in their absence.
- Shared governance committee work and participation
- May supervise student employees
- Utilize attention to detail, problem solving and analytical skills in the performance of work
- Other related duties as assigned

Knowledge of:

- The principles and practices of management information systems operations, data structures, and database management
- Familiar with student data software such as student registration/records, cashiering, financial aid, and related programs (E.g., Banner, Canvas)
- Troubleshooting problems and providing assistance to a variety of users
- Creating and generating a variety of periodic and special reports
- Establishing and maintaining effective working relationships
- Develop and maintaining internal communication across multiple audiences and shareholders

**MINIMUM QUALIFICATIONS:**

- SQL and Microsoft Office Suite (including Word, Excel, Access and SharePoint)
- Knowledge of the principles and techniques systems analysis, data processing and programming documentation
- Familiar with relational database and reporting concepts
- Associate Degree or four years of experience with MIS programming and data analysis

**DESIRABLE QUALIFICATIONS:** A combination of education and experience equivalent to:

- Any combination equivalent to a Bachelor's degree in computer science or a related field and three years of increasingly responsible experience in programming and systems analysis
- Community college data processing experience and experience with the California Community College MIS System preferred
- Ellucian Banner experience

- Proficiency in PL/SQL, PostgreSQL, R, and Java Knowledge of HTML, COBOL, Oracle, and website design
- Proficiency with Evisions ARGOS reporting software
- Demonstrated sensitivity to and understanding of the diverse academic, socio-economic, cultural, abilities and ethnic backgrounds of community college students and staff
- Knowledge of California attendance accounting and apportionment reporting

**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties are:

- Manual dexterity to operate computers, and install software
- Vision to read printed materials and computer screens
- Hearing and speech for normal communications
- Mobility to reach various computing sites throughout the campus
- Sustained posture and attentiveness at a computer workstation for data entry

This work is performed primarily in indoor settings.