



## EMPLOYMENT OPPORTUNITY

### POSITION: ANALYST/PROGRAMMER, CAREER

JOB #11/51

Full-time temporary position available on or after January 3, 2012 and ending on or before September 30, 2012 in the Office of Information Technology. Possibility of reappointment, based on budget and job performance.

**ESSENTIAL DUTIES:** Under the general supervision of the Director of Information Services, this position will provide development support for the Hispanic-Serving Institutions Science, Technology, Engineering, and Mathematics (STEM) and Articulation Programs, including the University's Data Warehouse, SharePoint, and Student Recruitment databases, as well as the PeopleSoft Student Administration system and other ancillary systems as assigned. Duties include, but are not limited to:

- Analyze user system and application needs, determine and evaluate alternative solutions and approaches to meeting those needs, and select the optimal technology solution. (Examples of typical work activities include: Consult with users to identify and document software/system purpose, work flow issues, output needs and to determine overall functional and technical system requirements and specifications. Develop alternative solutions and conduct feasibility studies. Evaluate the procurement of third party software and troubleshoot new software installations. Analyze current business processes and process map current systems. Conduct analysis and fit-gap procedures for converting legacy data into newly acquired systems.)
- Develop specifications and requirements for the optimal integration and implementation of systems and equipment. (Examples of typical work activities include: Develop requests for proposals for system components. Evaluate specifications and requirements against available systems. Design fully integrated systems which may include applications, databases, networks, and related systems. Ensure system integrity and efficiency. Coordinate development of conversion procedures for migrating legacy data to new systems. Develop/Modify new system components required to accommodate current business processes. Collaborate with other campuses to develop common systems.)
- Design application programs to meet user requirements that optimize the use of available resources. (Examples of typical work activities include: Develop program specifications and review them with the user to ensure that requirements are met. Design user-friendly interfaces to systems, applications, and databases. Recommend modifications to third party software to meet user needs. Act as a software vendor liaison.)
- Participate in the development of succinct, timely programming code or modify software in a logical fashion which optimizes programming resources and meets functional user requirements. (Examples of typical work activities include: Write code to meet user specifications. Use productivity tools to develop and modify applications software to meet user needs. Work with users to test and debug programs. Verify data acquisition and output media and format. Modify existing or third party software. Write documentation to provide user support for new or modified programs and production/operation procedures. Participate in the development of new software interfaces and customizations of new administrative systems.)
- Maintain and support assigned systems to ensure minimal downtime and loss of productivity and service. (Examples of typical work activities include: Evaluate and enhance the efficiency of existing programs in meeting current and future user needs. Maintain and support associated databases. Install new, modified or third party software releases and/or updates. Evaluate and supplement vendor supplied documentation for third party software.)
- Analysis Structure, implement and maintain data warehouse systems to optimize data access and security. (Examples of typical work activities include: Assist in the design of data warehouse systems and programs which include access methods, access time file structures, device allocation, validation checks, statistical methods and security. Work with user community to understand data access and integration needs. Ensure the integration of systems through the data warehouse structure. Monitor data warehouse standards and procedures, system usage and performance. Troubleshoot and resolve data warehouse and data problems. Develop and administer disaster recovery plans.)
- Establish and administer policies, standards and procedures for strategic data planning, data analysis and modeling, and data element standardization and use to ensure accurate, useful and readily accessible data. (Examples of typical work activities include: Develop and administer data use policies, procedures and standards. Monitor, analyze, and verify data to ensure data integrity; develop assigned data warehouses to support specific applications. Analyze data requirements, develop and document data dictionary, and develop data models. Maintain the data warehouse archives by acquiring and installing data sets and documentation. Assist in data transfers or sharing of files. Develop policies and procedures to access or interact with remote resources. Conduct file maintenance. Maintain the data dictionary.)
- Maintain awareness of current technical developments through research, self-study, and participation in formal training programs.
- Transfer information technology related concepts and skills in a continuing effort to promote the growth institutional knowledge, including team mentoring.
- Perform other duties and assignments as assigned.

### QUALIFICATIONS:

- Bachelor's degree in Computer Science, Information Systems, Business, or a related field required.
- Minimum of 3 years of experience in Software development, including working knowledge of Data Warehousing techniques, dashboards, and SharePoint, MS SQL and Oracle databases, as well as software development experience within an ERP framework, such as PeopleSoft/Oracle.

### SPECIALIZED SKILLS AND ABILITIES:

- Experience in a higher education setting, preferred. Knowledge of Microsoft Visual Studio.Net is highly desirable. Project management experience, preferred.
- Demonstrated presentation skills, preferred. Prior experience with PeopleSoft application software, data warehousing concepts or Microsoft SharePoint technologies, preferred.
- Microsoft Visual Studio.NET development experience, preferred. Master's degree in Computer Science, Information Systems, or related field, preferred.
- Knowledge of system development life cycle and structured systems development concepts.
- Extensive knowledge of Data Warehousing techniques, with a focus on dimensional modeling. Extensive knowledge of Document and Content Management techniques, utilizing the appropriate tools. Extensive knowledge of formal data flow analysis methodologies. Knowledge of client/server technologies.
- Ability to apply and use operations analysis and structured design analysis techniques. Ability to identify hardware/software interface problems. Ability to use systems work flow and logic flowchart techniques.
- Comprehensive knowledge of system/equipment capability, design restrictions, and security requirements. Knowledge of network connectivity, integration, configuration, and protocols.
- General understanding and ability to integrate all systems including operating systems, applications, network, and databases, as well as knowledge of distributed processing technology. Ability to communicate effectively. Ability to apply consultative skills to assess user needs and communicate technology systems and solutions.
- Ability to perform systems and applications needs analysis, prepare requests for proposals, and conduct feasibility studies. Ability to use project management tools.
- Ability to research and evaluate the functionality of vendor software to meet user needs, assess vendor proposals, and serve as a technical/vendor liaison.
- Ability to lead process mapping of current business processes for the purposes of a system fit-gap analysis.
- Ability to collaborate and network with staff from other campuses on implementing common administrative systems to improve efficiency.
- Ability to use one or more industry standard programming languages and various report/screen generators as required by the position.
- Ability to use applications software, data structures and utilities, operating systems, and communication interfaces within the computing environment.
- Knowledge of structured programming techniques and the ability to use appropriate productivity tools to provide for more rapid development of applications. Ability to perform interactive debugging and to test and analyze program failures.
- Ability to write/modify programs using multiple applications and databases. Ability to develop program implementation plans, install software, and apply fixes.
- Understanding of technical and vendor documentation and ability to maintain internal documentation. Knowledge of network configuration, programming, and protocols.
- Specialized skills in new systems and programming technologies. Knowledge of formal data structure design, relational database design, and file structure.
- Ability to design data structures to maximize efficiency and flexibility. Ability to perform database maintenance tasks, develop access routines, and maintain dictionary.
- Knowledge of data administration principles and data modeling concepts. Knowledge of distributed processing and client/server technologies.
- Ability to use data resource and productivity tools applicable to the database management system.
- Ability to provide database support in a multiple hardware platform and operating system environment.
- Ability to work and communicate with users to define and meet database needs and requirements. Ability to analyze new database systems and implement them using new tools.
- Ability to convert legacy administrative and stand alone databases to new administrative databases.
- Ability to collaborate with other campuses on database structure methodologies and standards.
- The successful candidate must be fingerprinted and successfully pass a background check, which may include checks of employment records, criminal records, civil records, and motor vehicle records.

**SALARY:** \$4,314 to \$8,831 per month plus excellent paid benefits. *(Position will be hired at or near the entry salary.)*

**POSITION IS OPEN UNTIL FILLED. SCREENING OF APPLICATION TO BEGIN ON OR AFTER DECEMBER 15, 2011.**

**APPLICATION PROCEDURE:** Applications will be processed in accordance with Article 9.3 of the CSU/CSUEU Memorandum of Understanding. Preference will be given to qualified individuals currently employed at CSU Stanislaus in bargaining units 2, 5, 7 and 9 except when it is determined that it is in the best interest of the campus by obtaining specialized skills and abilities not available from current employees. Qualified candidates should submit a completed CSUS employment application (download electronic application at [http://www.csustan.edu/hr/Employment\\_Opportunities/Staff/index.html](http://www.csustan.edu/hr/Employment_Opportunities/Staff/index.html)), cover letter of interest, and professional resumé to:

California State University, Stanislaus · Human Resources Department  
Mary Stuart Rogers Educational Services Gateway Building, Suite 320 (3<sup>rd</sup> Floor)  
One University Circle · Turlock, CA 95382 · Phone: (209) 667-3354

Applicants requiring necessary accommodations to the application process may contact the Human Resources Department at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD.

THOSE INDIVIDUALS WHO APPEAR TO BE THE BEST QUALIFIED FOR THIS POSITION WILL BE CONTACTED BY TELEPHONE FOR AN INTERVIEW.

CSU STANISLAUS IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION TITLE IX/SECTION 503/504 EMPLOYER. QUALIFIED WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY. CSU STANISLAUS HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. CLERY ACT: IN COMPLIANCE WITH THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT, CRIME REPORT STATISTICS ARE AVAILABLE AT: [www.csustan.edu/UPD/pages/CampusCrimeStatistics/index.html](http://www.csustan.edu/UPD/pages/CampusCrimeStatistics/index.html).

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