Analyst/Programmer - Career	PD No.:PD-7944

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

POSITION INFORMATION

Type of Action Requested:*	Replacement-Revision
Internal Team:*	FL-IT-Administration - 10008
Job Code/Employee Classification:*	Analyst/Programmer 12 Mo
	Job Code: 0400
Classification Title:	Analyst/Programmer 12 Mo
MPP Job Code:	
Position Number:	Analyst/Programmer 12 Mo
	Position no: FL-10017984
CSU Working Title:*	Analyst/Programmer - Career
Salary Range/Grade:	0400-CAREER-Grade-2
	Minimum: $ 5,158.00
	Maximum: $ 12,730.00
	Pay Frequency:
Reports to Supervisor:	Andy Pho
Reports To:*	Director, Application Development & Support
	Position no: FL-10008917
Campus:*	Fullerton
Division:*	VP, Academic Affairs
College/Program:*	AA IT Administration
Department:*	IT-ERP Operating Sys and Datab - 10300
FLSA Status:	Exempt
Hiring Type:	Probationary
Workplace Type (Exclude Inst Fac):	
Pay Plan:	12 Months
Pay Plan Months Off:	

POSITION DESIGNATION

Mandated Reporter:*	Not mandated
Conflict of Interest:*	None
NCAA:	○ Yes ● No
Is this a Sensitive Position?:	● Yes ○ No
Care of People (including minors) Animals and Property:	
Authority to commit financial resources:	
Access/control over cash cards and expenditure:	
Access/possession of master/sub-master keys:	
Access to controlled or hazardous substances:	
Access/responsibility to personal info:	Yes

Control over Campus business processes:

Responsibilities requiring license or other:

Responsibility for use of commercial equipment:

Is this a Campus Security Authority (CSA):   ○ Yes   ◉ No

Serves a security function:

Designated recipient for crime/misconduct reports:

Significant responsibility for Student Activities:

Significant responsibility for Campus Activities:

Job Summary/Basic Function:*

The Analyst/Programmer analyzes and implements enterprise solution within the web technologies and Enterprise Content Management (ECM) environment pillar, using toolsets that include but are not limited to Hyland OnBase, .Net, Adobe-AEM, IBM FileNet, database, Microsoft, and Dell Boomi technologies. Analyzes, develops, and implements web and mobile technology solutions as per business needs. Works with business users, subject matter experts, and vendors to learn, design, document business needs and translate it into technical requirements. Based on business need, performs all phases of SDLC life cycle for development of new and update of existing artifacts such as web application, mobile applications, dashboard, portal, VBScripts, workflows, eforms, unity forms, interfaces, SQLs, reports, queries, OCR scan templates etc. Develop, schedule, and optimize automated processes and interfaces for ECM pillar such steps include but are not limited to data/document migration, import, export, format, update, structure, OCR scanning, and indexing. Performs various administrative and development tasks as setup, migration, upgrade, configuration, reporting, tuning, usage control, security management, testing, troubleshooting, and monitoring of ECM pillar that include but are not limited to OnBase (and related tools) environment pillar. Determine appropriate infrastructure needs based on security, availability, expected performance, and volume. Establish systems and process for product changes, additions, deletions, testing, troubleshooting, user support, product improvements, launches, and roll outs of ECM components. Also ensure that following business need these steps are effectively and efficiently communicated to the team. Provide technical subject matter expertise and module leadership on development and implementation. Other duties as assigned.

Minimum Qualifications:*

Bachelor's degree from an accredited four-year college or university in Computer Science, Computer Information Systems, Information Systems, Engineering or a related field with two years of relevant full-time experience or the equivalent part-time experience. Eight years of relevant full-time experience may be substituted for the previously listed education and experience requirement.

Functional knowledge of the specialty area demonstrated by an understanding and use of advanced principles and theories. Ability to integrate work related knowledge to address problems. Demonstrated competency in applying standard and non-standard technology applications and exploring and adapting to changing technology. Ability to independently apply technical judgment, recognize problems, use reasoning and logic to establish possible causes, interpret and apply theories and principles, generate alternative solutions, and implement a plan of action for the best resolution. Ability to develop solutions where precedents do not always exist. Ability to be proactive, anticipate outcomes and consequences of different approaches, and make modifications to action plans. Demonstrated competence interpreting and communicating information. Demonstrated reflective listening skills when working with others. Ability to assist others in completing assignments and provide work direction and training to others on new skills and procedures. Ability to plan and work on shared projects.

3+ years of experience on any one of the following: OnBase developer, OnBase administrator, or strong .Net development experience with OnBase understanding and knowledge. Experience in all phases of SDLC design and development of enterprise applications including web, mobile, scanning, and workflows with strong analytical and troubleshooting skills. Demonstrated expertise and experience with Microsoft technologies (.Net, VBScripts, etc.) and relational database (oracle, MSSQL, etc.). This includes working knowledge of JSON, APIs, interface Connectors, Web Services, testing tools and SDLC environments. Well aware of industry standard development and release processes and management. Possess both technical and functional skills, i.e. capable of interpreting business requirements to technical application. Produces systems and workflow diagrams. Strong interpersonal, collaboration, and communication skills (both written and verbal), able to take initiative, ability to interact with a variety of staff and management with varying technical skills/knowledge and willing to work long hours when necessary. Proficient with web, mobile, OnBase and other ECM partner communities.

Required Qualifications:

Preferred Qualifications:

- Experience in understanding business processes for academic/university environment across various departments.
- Knowledge of Web. Mobile, ECM and other integration technologies such as FileNet, AEM, Adobe Sign, Microsoft, Dell Boomi etc.
- Hands-on and informed on other industry leading programming, web and, mobile technologies including but not limited to JAVA and XML.

Special Conditions:

Sitting for prolonged periods of time. Occasional early morning, late evening, and weekend hours required based on project rollouts and maintenance scheduling.

License / Certification:

Supervises Employees:*   ○ Yes   ◉ No

If position supervises other employees; list position titles:

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
50%	Develop configuration, objects, programs, scripts, interfaces, workflows, templates, and code for Web, mobile, and ECM pillar using Hyland OnBase, .Net, Adobe-AEM, IBM FileNet, Dell Boomi, Oracle Database, Microsoft technologies, and related toolset. - Analyze and implement enterprise solution within the web, mobile, and Enterprise Content Management (ECM) environment pillar, using toolsets that include but are not limited to Hyland OnBase, .Net, Adobe-AEM, IBM FileNet, database, Microsoft, and Dell Boomi technologies. - Works with business users, subject matter experts, and vendors to learn, design, document business needs and translate it into technical requirements. - Based on business need, performs all phases of SDLC life cycle for development of new and update of existing artifacts such as web application, dashboard, portal, VBScripts, workflows, eforms, unity forms, interfaces, reports, queries etc.	Essential
30%	Setup, product changes, improvement, administration, configuration, upgrade, integration, security, reporting, troubleshooting, and monitoring. - Performs various administrative and development tasks as setup, migration, upgrade, configuration, reporting, tuning, usage control, security management, testing, troubleshooting, and monitoring of various technologies pillar that include but are not limited to web, mobile, ECM specifically OnBase (and related tools) environment pillar. - Determine appropriate infrastructure needs based on security, availability, expected performance, and volume. - Establish systems and process for product changes, additions, deletions, patching, testing, troubleshooting, user support, product improvements, launches, and roll outs of web, mobile, and ECM components. Also ensure that following business need, these steps are effectively and efficiently communicated to the team.	Essential
10%	Design, develop, and implement computer programs and reports in other programming languages. -Identifies opportunities to automate and optimize business processes, determine functional and technical system requirements and specifications. Develop and maintain application code for programs, reports and related documentation in timely manner as per organization standard.	Essential
5%	Develop standards, process, procedure, training and related documentation. - Work independently and in tandem with business users and other IT resources for designing, developing, system integration testing, system performance testing, implementing, and supporting of software systems. - Provide technical subject matter expertise and module leadership on development and implementation.	Essential
5%	Other Duties as Assigned	Essential

SELECTION CRITERIA

> ❶ There are no items to show

Physical Mental and Environmental Demands

** Physical Mental and Environmental Requirements Must be Completed for all Positions **

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

Physical and Mental Requirements

Bending:	Occasionally - Essential
Climbing:	Occasionally - Essential
Concentrating:	Occasionally - Essential
Crawling:	Occasionally - Essential
Decision Making:	Occasionally - Essential
Keyboarding and Mousing:	Constantly - Essential
Lifting or Carrying up to 10 lbs.:	Occasionally - Essential
Lifting or Carrying up to 25 lbs.:	Occasionally - Essential
Lifting or Carrying up to 50 lbs.:	Occasionally - Essential
Lifting or Carrying over 50 lbs.:	Occasionally
Performing Calculations:	Occasionally - Essential
Pushing or Pulling:	Occasionally - Essential
Reaching Overhead:	Occasionally - Essential
Repetitive Motion of Upper Extremeties:	Occasionally - Essential
Sitting:	Constantly - Essential
Standing:	Occasionally - Essential
Stooping Kneeling or Squatting:	Occasionally - Essential
Walking:	Occasionally - Essential

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Physical & Mental Requirement No. 1 Description:

Other Physical and Mental Req No.1 Frequency:

Other Physical & Mental Requirement No. 2 Description:

Other Physical and Mental Req No.2 Frequency:

Other Physical & Mental Requirement No. 3 Description:

Other Physical and Mental Req No.3 Frequency:

Other Physical & Mental Requirements:

Environmental Requirements

Drive motorized equipment:	Occasionally
Excessive Noise:	Occasionally
Hazards:	Occasionally
Outdoor:	Occasionally
Elevated Work:	Occasionally

Extreme Temperature (hot or cold):   Occasionally

Indoor (Typical office environment):   Occasionally

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Environmental Requirement No. 1 Description:

Other Environmental Req No.1 Frequency:

Other Environmental Requirement No. 2 Description:

Other Environmental Req No.2 Frequency:

Other Environmental Requirement No. 3 Description:

Other Environmental Req No.3 Frequency:

Other Environmental Requirements:

POSTING DETAILS

Advertising Summary: It is an exciting time to join Cal State Fullerton as we are an in demand comprehensive University that is driven to shape the future of education and foster a vibrant community of diverse students, faculty, staff and administrators who uphold values of inclusive excellence, free speech, and an environment free from discrimination. We are continuously seeking individuals from a variety of career disciplines that share in the University's mission and core values. We warmly welcome you to consider joining the Titan Community where minds expand and opportunities flourish.

The Information Technology Services strives to be a strategic, innovative, and best-in-class IT organization that provides a leading-edge technology environment for students, faculty, and staff to advance the University's mission, vision, and goals. We seek an exceptional individual to join our Information Technology - ERP Operating Systems and Database team as the Analyst/Programmer - Career. The ideal candidate in this role should have a positive attitude and an active, energetic mind characterized by highly ethical practices and a commitment to diversity, openness, flexibility, integrity.

Advertisement text:

> HRDI

USERS AND APPROVALS

Justification for Position: Anhhoa Lu replacement

Revised hiring type to probationary. No other changes to the PD.

Hiring Administrator:*   Denise Chow

          Email address: dchow@fullerton.edu

Approval process:*   FL - PD Approval (Staff/MPP) - No Dept. Head

1. MPP Supervisor/Associate Dean:	Andy Pho ✔ Approved Sep 12, 2024	
2. HR Classifier:	FL-HRDI Classifier ✔ Approved Sep 13, 2024	
3. Appropriate Administrator/Dean:	Joe Luzzi ✔ Approved Sep 13, 2024	
4. Position Management:	FL-HRDI PM ✔ Approved Sep 13, 2024	

HR/Faculty Affairs Representative:*   FL-HRDI Classifier

          Email address: hrrecruitment@fullerton.edu