PeopleSoft Analyst/Programmer - Expert	PD No.:PD-7483

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

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-10004719

CSU Working Title:* PeopleSoft Analyst/Programmer - Expert

Salary Range/Grade: 0400-EXPERT-Grade-3

Minimum: $ 7,020.00
Maximum: $ 13,594.00
Pay Frequency:

Reports to Supervisor: Ramesh Purohit

Reports To:* Director, Enterprise Applications
Resource Planning Tech Srvcs

Position no: FL-10005037

Campus:* Fullerton

Division:* IT - Information Technology

College/Program:* IT-ERP Operating Sys and Datab

Department:* IT-Enterprise Resource Plannin - 10351

FLSA Status: Exempt

Hiring Type: Probationary

Workplace Type (Exclude Inst Fac):

Pay Plan: 12 Months

Pay Plan Months Off:

POSITION DESIGNATION

Mandated Reporter:* General - The person holding this position is considered a general mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

Conflict of Interest:* None

NCAA: ○ Yes ● No

Is this a Sensitive Position?: ● Yes ○ No

Care of People (including minors) Animals and Property:	No
Authority to commit financial resources:	No
Access/control over cash cards and expenditure:	No
Access/possession of master/sub-master keys:	No
Access to controlled or hazardous substances:	No
Access/responsibility to personal info:	Yes
Control over Campus business processes:	Yes
Responsibilities requiring license or other:	No
Responsibility for use of commercial equipment:	No
Is this a Campus Security Authority (CSA):	🔘 Yes ⚪ No
Serves a security function:	Yes
Designated recipient for crime/misconduct reports:	No
Significant responsibility for Student Activities:	No
Significant responsibility for Campus Activities:	No

Job Summary/Basic Function:*

The Division of Information Technology (IT) 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 are seeking an exceptional individual to join our Enterprise Resource Planning team as the PeopleSoft Analyst/Programmer - Expert. The ideal candidate in this role should have a positive attitude and an active, energetic mind that is characterized by highly ethical practices and a commitment to diversity, openness, flexibility, integrity, and kindness.

The PeopleSoft Analyst/Programmer - Expert develops specifications, performs system design, and develops complex application programs and troubleshoots the application. Implements and documents complex application programs based on the policies and procedures in the campus PeopleSoft (Common Management System) applications. Works in a team of technical staff that develops and maintains the Admission, Student Records, Student Finance, Financial Aid, Human Resources, Financial, and Student Administration modules. The candidate will also help with needs related to queries, processes, and operations. Works independently and in a team with business users and other IT resources for designing, developing, system integration testing, system performance testing, implementing, and supporting of software systems. Develops and maintains application code for programs, reports and related documentation in a timely manner as per organization standard. Design, develop, and implement computer programs using People Tools, SQR, SQL and Oracle Developer Programming. Develop specification and scope of job with functional department and business analysts. Leads and provides technical subject matter expertise on development of technical projects, specifically PeopleSoft. 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 plus five years of relevant full-time experience. Twelve years of relevant full-time experience may be substituted for the previously listed education and experience requirement.

Advanced knowledge of the work area demonstrated by an understanding and use of the advanced principles and theories. Ability to integrate and apply work related knowledge to achieve innovative solutions. Ability to anticipate the impact of problems and solutions on other systems. Ability to investigate and research new systems and technologies and develop complex information technology systems and solutions. Ability to understand problems from a broad perspective and explore, conceive, and implement solutions and ideas in new ways. Ability to predict and anticipate problems and be proactive when creating solutions. Demonstrated communication expertise using persuasion and negotiation. Ability to lead technical team efforts and assess skills within a team while working to build on individual strengths to maximize team results. Ability to teach and transfer knowledge and skills to others.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Required Qualifications:

Preferred Qualifications: Experience in understanding business processes for Admission, Student Records, Student Finance, Financial Aid, Human Resources, Finance, and Academic units in an academic environment across various departments. Strong interpersonal skills and ability to interact with a variety of staff and management with varying technical skills and knowledge. Knowledge of third and fourth generation programming languages, PeopleSoft Application, People Tool, Oracle database, and Oracle development tool. Hands-on and informed on industry leading programming, web and, mobile technologies including but not limited to .NET, COBOL, JAVA, and XML. Development and support experience in the CSU CMS PeopleSoft environment.

Special Conditions: Occasional early morning, evening and/or weekend hours.

License / Certification:

Supervises Employees:* ○ Yes ● No

If position supervises other employees; list position titles:

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
45%	Develop programs and code in PeopleSoft applications, integrated systems and related toolsets with an aim to supports Admission, Student Records, Student Finance, Financial Aid, Student Administration, Campus Solution, Human Resources, Finance, and Portal applications. - Design, develop, and implement computer programs Using PeopleTools, SQR, SQL and Oracle Developer Programming, develop specification and scope of job with functional department and business analysts; design development based on specification from functional departments; develop the system based on campus and divisional department standards. Implement the system partnering with functional department. Ability to analyze areas of new technology as it pertains to possible solutions to business problems and assesses options available to the university.	Essential
30%	Supports technical operation and business processes for departments that use Admission, Student Records, Financial Aid, Student Finance, Student Administration, Campus Solution, Human Resources, Finance, and Portal applications. - Works with other staff members to handle day-to-day operation tasks that includes planning, setup, configuration, troubleshooting, identify reporting needs, setup security, setup and monitoring of batch jobs, distribution of result/data/reports and related communication.	Essential
10%	Design, develop, and implement computer programs and reports in other programing languages.	Essential
10%	Produce documentation.	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:	Constantly - Essential
Crawling:	Occasionally - Essential
Decision Making:	Constantly - 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:	Frequently - 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 - Essential

Excessive Noise:	Occasionally - Essential
Hazards:	Occasionally - Essential
Outdoor:	Occasionally - Essential
Elevated Work:	Occasionally - Essential
Extreme Temperature (hot or cold):	Occasionally - Essential
Indoor (Typical office environment):	Occasionally - Essential

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.

Advertisement text:

> HRDI

USERS AND APPROVALS

Justification for Position:	Jason Zane replacement
Hiring Administrator:*	Denise Chow
	Email address: dchow@fullerton.edu
Approval process:*	FL - PD Approval (Staff/MPP) - No Dept. Head

1. MPP Supervisor/Associate Dean:	Ramesh Purohit ✔ Approved May 13, 2024
2. HR Classifier:	Chris Schloffer ✔ Approved May 20, 2024
3. Appropriate Administrator/Dean:	Joe Luzzi ✔ Approved May 21, 2024
4. Position Management:	FL-HRDI PM ✔ Approved May 21, 2024

HR/Faculty Affairs Representative:*	FL-HRDI Classifier
	Email address: hrrecruitment@fullerton.edu