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|  | Date Revised: 7/5/24 |
| STAFF Position Description |

**Instructions:** C*omplete this form for all staff positions. The form is also used to request a classification review of a currently filled position, or to update a position description with no review requested. After completion of the form, a signed copy should be given to the employee (if the position is filled), one copy forwarded to the Office of Human Resources, and the original electronic version maintained by the department.* [NOTE: This form is unlocked; you will need to **Ctrl + Click** to open links.]

**A. Action Requested**

[ ]  Request a New position OR [x]  Fill a Vacant position *(Must initiate through online recruitment)*
[ ]  Initiate a Classification Review for a filled position

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| **Requestor:** [ ]  Employee OR [x]  MPP Administrator  | **Name:**     |

[ ]  Update an existing position description *(no review requested)*

[ ]  New Employee/Appointment acknowledgment of the position description *(no review requested)*

 *(Employee should be given full position description within one week of start date)*

**B. Current Information**

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| **Name of current incumbent:** *(if filled)*  | **Employee ID #:**  |
|  *Or if vacant*, *name of previous incumbent*: Huyen-Tram Doan |
| **Classification Title:** Analyst/ Programmer  | **Job Code:** 0400  | **Grade:** 3 | **Position #:** 99740685 |
| **Working Title:** *(optional*)Senior Application Developer | [**FLSA**](https://www.csun.edu/sites/default/files/CSU-Staff-Job-Codes.pdf) **Status:** Exempt*(See link to* [***CSU FLSA/Job Code List***](https://www.csun.edu/sites/default/files/CSU-Staff-Job-Codes.pdf)*)* |
| **Department ID:** 10227 | **Department Name:** IT Administrative Application Development | **Time Base:** 100% |
| **Lead** *(Staff lead, if applicable)***Name:**       | **Classification Title:**       | **Working Title:**      |
| **MPP Administrator/Department Chair** *(Reports To)***Name:** Anu Nagarajan | **Working Title:**Senior Director, Enterprise Application Development |

*Please attach an org chart, if requesting a reorganization (current and proposed) (See link to* [***Campus Org Chart***](https://www.csun.edu/hr/orgchart)*)*

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| **Is this a sensitive position as designated by the CSU?** [x]  Yes [ ]  No *(See link to* [***Sensitive Positions Table***](http://www.csun.edu/sites/default/files/sensitive-positions-table1.pdf)) |

 **C. Position Purpose** *(Hint: Complete Section D. first and then summarize position’s purpose; typically between 2 to 5 sentences)*

*Please briefly describe the primary function, nature, and scope of the position.*

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| Under the general direction of the Senior Director, Enterprise Application Development, this role involves providing leadership, project management, and programming expertise at a high technical level to the managers and staff of administrative and academic departments utilizing various CSUN SOLAR systems. The responsibilities include:* **Lead Development Projects**: Provide leadership and project management for the development of applications including PeopleSoft, ensuring alignment with business objectives and user needs.
* **Strategic Analysis**: Conduct analysis of current systems, integrations and processes to identify opportunities for improvement and innovation.
* **Technical Development**: Design and develop systems, modules, programs, database administration, applications development, manage integrations, and systems support.
* **Consultation**: Work closely with area managers and staff to recommend changes to business processes for more effective use of software/technology.
* **Project Planning**: Leading and planning projects for the implementation of upgrades and enhancements to CSUN SOLAR systems.
* **system Integration**: Ensure seamless integration of PeopleSoft systems with other enterprise systems, including SIS, CRM, and application systems.
* **Stakeholder Coordination**: Serve as a key point of contact for campus groups, directors, and teams, organizing various stages of projects for all involved parties.
* **Collaboration**: Collaborate with other CSU campuses and CSU-wide groups on strategizing projects with an emphasis on best practices.
* **Mentoring**: Provide guidance and training to junior developers and analysts regarding applications and related software tools.
* **Enhancement Implementation**: Implement system enhancements that directly benefit students, faculty, and staff using data across CSUN SOLAR systems.
* **Specification Preparation**: Prepare or approve detailed specifications for modifications, review testing results for completeness and accuracy, and review user documentation
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**D. Major Duties**

*Describe each major set of responsibilities assigned to this position (typically 4 to 7) listing them in order of importance. Indicate the approximate percentage (minimum of 5% for a given major duty, with the total equaling 100%) of time spent in each area of responsibility, estimated over a year timeframe. Miscellaneous or other duties as assigned should be 5%.*

*Indicate duties, which are “****essential functions****” by checking the Essential box in the right column (15% or greater to be considered essential).*

*The Americans with Disabilities Act (ADA) provides that there shall not be a barrier to employment for an otherwise qualified disabled individual who is able to perform the “****essential functions****”, which is intrinsic to the work.* ***A function may be essential because******1)*** *the position was established to perform the function;* ***2)*** *a limited number of employees are available to perform the function; and/or* ***3)*** *removing the function would fundamentally change the position.  (Example: A receptionist must be able to respond to in-person, telephone and electronic inquiries).*

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| **Description of Duties**  | **% of TimeTotal = 100** | **Essential (Minimum 15%)**  |
| **PeopleSoft Analysis, Design, and Integration:*** Oversees the System Development Life Cycle for modifications and enhancements to CSUN SOLAR systems, focusing on all Peoplesoft Applications and student-focused CRM system.
* Collaborates with stakeholders to identify system requirements for proposed changes.
* Develops functional specifications for system modifications and enhancements.
* Documents functional specifications and ensure they are comprehensive and aligned with business objectives.
* Reviews functional specifications with business owners to validate requirements and scope.
* Coordinates testing efforts to ensure that modifications meet quality standards and business needs.
* Provides ongoing support after deployment, addressing any issues that arise to ensure system stability.
 | 40 | [x]  |
| **Technical Design and Development:** * Creates technical designs based on user requirements for projects that interact with PeopleSoft and SOLAR modules or systems.
* Implements technical specifications, including processes, web pages(forms), reports etc.,
* Develops modifications, integrations, and new functionality utilizing PeopleSoft Toolset, CRM tools, and integrations tools.
* Develops, documents, and executes test strategies and test plans. Programming to be performed for PeopleSoft applications using development tools such as, but not limited to, PeopleTools, PeopleCode, Application Engine, SQR, BRIO, Query, Crystal reports, nVision and AWE.
* Maintains of existing programs includes, but is not limited to, determination of what needs to be accomplished, determination of the program(s) affected, determination of impact of proposed changes to the system, obtaining approval from leads, program coding, performing tests in a controlled test environment, obtaining user approval of test results, updating all related documentation, scheduling the work to be placed in to production, and scheduling and verifying production runs.
 | 40 | [x]  |
| **System Planning:*** Works closely with functional end user senior management and staff to determine project goals.
* Determines the impact of proposed changes on the system and integration requirements.
* Develops time-phased plans for implementation of new features and capabilities, predict resources and/or costs required, and determine training and documentation required.
* Prepares detailed project plans for each step in the implementation process and measure and report progress against those plans.
 | 15 | [x]  |
| Performs other duties as assigned.  | 5 | [ ]  |

**E. Physical and Cognitive Demands; and Environmental Conditions**

*Check the appropriate box for each of the following items that most accurately describes the minimum extent of the specific activity performed by this position. Based on a typical workweek.*

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| **PHYSICAL DEMANDS** | **Greater than****50%** | **Less than** **50%** | **N/A** |  |  | **Greater than****50%** | **Less than** **50%** | **N/A** |
| 1. Key Boarding and Mousing
 | [x]  | [ ]  | [ ]  |  | 1. Lifting or Carrying
 |  |  |  |
| 1. Repetitive Motion of upper extremities
 | [ ]  | [x]  | [ ]  |  | 1. Up to 10 lbs.
 | [ ]  | [x]  | [ ]  |
| 1. Hearing
 | [x]  | [ ]  | [ ]  |  | 1. Up to 25 lbs.
 | [ ]  | [ ]  | [x]  |
| 1. Sight
 | [x]  | [ ]  | [ ]  |  | 1. Up to 50 lbs.
 | [ ]  | [ ]  | [x]  |
| 1. Sitting
 | [x]  | [ ]  | [ ]  |  | 1. Over 50 lbs.
 | [ ]  | [ ]  | [x]  |
| 1. Standing
 | [ ]  | [x]  | [ ]  |  | 1. Pushing or Pulling
 |  |  |  |
| 1. Walking
 | [ ]  | [x]  | [ ]  |  | 1. Up to 10 lbs.
 | [ ]  | [x]  | [ ]  |
| 1. Bending *(from waist or neck)*
 | [ ]  | [x]  | [ ]  |  | 1. Up to 25 lbs.
 | [ ]  | [ ]  | [x]  |
| 1. Climbing *(Ladders, stairs or stools)*
 | [ ]  | [x]  | [ ]  |  | 1. Up to 50 lbs.
 | [ ]  | [ ]  | [x]  |
| 1. Stooping, Kneeling, or Squatting
 | [ ]  | [x]  | [ ]  |  | 1. Over 50 lbs.
 | [ ]  | [ ]  | [x]  |
| 1. Reaching
 | [ ]  | [x]  | [ ]  |  |  |  |  |  |

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| **ENVIRONMENTAL CONDITIONS** | **Greater than****50%** | **Less than** **50%** | **N/A** |
| 1. Inside *(Typical office environment)*
 | [x]  | [ ]  | [ ]  |
| 2. Elevated Work *(Raised platform/scaffold)* | [ ]  | [ ]  | [x]  |
| 1. Extreme Temperature *(hot or cold)*
 | [ ]  | [ ]  | [x]  |
| 1. Outdoor
 | [ ]  | [ ]  | [x]  |
| 1. Hazards
 | [ ]  | [ ]  | [x]  |

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| **OTHER**  *Describe any additional demands/conditions or special circumstances (including special schedules) that are pertinent to the position.* |
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**F. Equipment** *List any special software and machines, tools, and equipment used on a regular basis.*

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| **Type**  | **Purpose and Desired Results**  |
| *Example A1) Lawn Mower Example B1) Microsoft Word* | *Example A2) Mowing grass Example B2) Create or update documents* |
| Windows or macOS Computer | Daily functions including web browsing and email, as well as relevant tooling for PeopleSoft and database connectivity. |
| Windows | PeopleTools, PeopleCode, SQR |
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**G. Training and/or Licenses; and Additional Experience, Knowledge, Skills, and Abilities**

**(A). Training and/or Licenses:** *List required and preferred training, licenses or certifications. If a license is required for any position outside of the* [*CSU Professional License Table*](https://www.calstate.edu/hrpims/pims/Appendix/professional_license_table.htm)*, a justification must be provided in description.* ***\*****Any CSU/CSUN “Required” training will be provided after starting the appointment.*

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|  | **Required** | **Preferred** | **N/A** |
| **\***CSU Sexual Harassment Prevention / Title IX / Data Security Training *(Required for ALL employees)* | [x]  |  |  |
| **\***CSUN Procurement Card (P-Card) Training | [ ]  | [ ]  | [x]  |
| **\***CSUN [Defensive Driver Training](https://www.csun.edu/ehs/request-defensive-driving-powered-cart-training)  and Powered Cart/Low Speed Vehicle Safety Training (if appl) | [ ]  | [ ]  | [x]  |
|       | [ ]  | [ ]  | [ ]  |
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| **(B). Additional Experience, Knowledge, Skills, and Abilities:***List additional knowledge, skills, abilities and unique experience. Human Resources will determine the minimum qualifications based on the CSU Classification Standards.* |
| Knowledge of general analytical methods and techniques, as well as specific detailed knowledge and experience with the Enrollment Management portions of the PeopleSoft Campus Solutions module. Project implementation and project management experience is preferred. 2 years experience working with Peoplesoft applications preferred. Good communication skills. Programming skills including SQL, SQR, PeopleCode, Application Engine, and PS Query,. Ability to examine logs and investigate the root causes of errors therein. Knowledge of student-focused Customer Relationship Management [CRM] systems and the CSUN-specific SOLAR instances, is preferred. |

**H. Lead or Oversight of Other Positions**  [ ]  Yes [x]  No (Please list below) *List positions (including Student Assistants and Volunteers) that incumbent will lead, oversee or provide direct or general work direction, if applicable. (Generally, non-MPP Staff may lead, oversee, coordinate, and provide input for hiring and evaluations to MPP Administrators. Management and supervision authority is held at the MPP Administrator level.):*

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| **Working Title** *(if applicable)* | **Classification Title** | **Position Number(s)** |
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**I. Changes in Position**

*Summarize the changes (including minor updates, additions, and removals) that have been made to the position since it was last reviewed.*

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**J. Signatures** *(Print, sign and date below)*  **EMPLOYEE** (*Acknowledgement of reading and receiving a copy of this job description*)

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| **Employee:**  | **Signature:**  | **Date:**  | **Extension:**  |
| **LEADS / MPP ADMINISTRATORS** (*Acknowledgement that the information is accurate*) |
| **Non-MPP Lead:** *(if applicable)* | **Signature:**  | **Date:**  | **Extension:**  |
| **1st level MPP Administrator/Dept. Chair:** *(required)* | **Signature:**  | **Date:**  | **Extension:**  |
| **2nd level MPP Administrator:** *(if applicable)* | **Signature:**  | **Date:**  | **Extension:**  |
| **3rd level MPP Administrator:** *(if applicable)* | **Signature:**  | **Date:**  | **Extension:**  |
| **4th level MPP Administrator:** *(if applicable)* | **Signature:**  | **Date:**  | **Extension:**  |