

Analyst Programmer - Career

PD No.:PD-5914

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 <u>Job Code: 0400</u>
Classification Title:	Analyst/Programmer - Career
MPP Job Code:	
Position Number:	Analyst/Programmer 12 Mo <u>Position no: FL-00028006</u>
CSU Working Title:*	Analyst Programmer - Career
Salary Range/Grade:	0400-CAREER-Grade-2 Minimum: \$ 4,912.00 Maximum: \$ 12,124.00 Pay Frequency:
Reports to Supervisor:	Andy Pho
Reports To:*	Director, Application Development & Support <u>Position no: FL-00027953</u>
Campus:*	Fullerton
Division:*	IT - Information Technology
College/Program:*	IT-Development and App Support
Department:*	IT-Development and App Support - 10289
FLSA Status:	Exempt
Hiring Type:	Temporary
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:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is this a Sensitive Position?:	<input checked="" type="radio"/> Yes <input type="radio"/> 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 is responsible for designing web database applications and providing system application support for campus-wide projects. Actively participates in web application design by incorporating the latest industry security measures and adhering to best practices. As a web developer, involves creating, updating, and maintaining campus and college web pages while ensuring consistency with the overall campus web presence and compliance requirements such as ATI/PCI. Serves as a system and database administrator, oversees the management, monitoring, optimization, and troubleshooting database, web, and application servers. The Analyst/Programmer also plays a crucial role in developing extraction, transformation, and load (ETL) processes between IT systems and campus and college systems. Responsible for implementing security measures and ensuring the proper functioning of web and database applications. 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 maybe 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.

Required Qualifications:

Preferred Qualifications:

- Exceptional communication skills encompassing both verbal and written abilities, enabling effective expression of ideas and thoughts.
- Proficiency in managing multiple projects simultaneously and working autonomously, actively engaging and participating in each.
- Familiarity with industry standards such as PCI, ATI, and others.
- Acquire Master's degree from a reputable four-year college or university in fields like Computer Science, Computer Information Systems, Information Systems, Software Engineering, or a related discipline.
- Proficient utilization of development IDE tools like Visual Studio, SQL Server Management Studio, Business Intelligence (SSIS), SQL Reporting, and SQL Server Data tools.
- Extensive knowledge and experience in utilizing web-based programming languages, including HTML5, HTML, JavaScript, and CSS, while also possessing expertise in responsive design. Proficiency in ASP.NET, MVC, Web API, and RESTful API architecture.
- Expertise in implementing SQL Server High Availability/Disaster Recovery (HADR) solutions, including Failover Clusters, Always On Availability Groups, replication, log shipping, and database mirroring.
- Skilled in the maintenance, security, troubleshooting, and updating of operating systems, including Windows Servers, and proficiency in working with open source operating systems such as Linux.

Special Conditions:

May require evenings and/or weekends.

License / Certification:

Supervises Employees:*

Yes No

If position supervises other employees; list position titles:

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
35%	<p>Application Development and Web Programming</p> <ul style="list-style-type: none"> - Collaborating with College of Education on web and database programming projects. - Maintains the integrity of College of Education and IT Application Development systems, applications, and servers. - Evaluate and analyze application, consulting, and gathering user requirements. - Designs campus-wide web applications and integrate visual elements and graphical user interfaces. - Within defined specifications, translates ideas and concepts into user-friendly, attractive web database application pages. - Consults with users to identify application goals, workflow issues, and determine overall functional technical requirement and specifications. 	Essential
30%	<p>Database Application Development and Administration</p> <ul style="list-style-type: none"> - Performs systems analysis of processes and technical problems to integrate a variety of web database applications. - Performs regular system backups, performance monitoring and tuning, troubleshooting, and administering security of web, database, and application servers. - Performs database analysis, design, integration, and implementation for campus-wide and College of Education projects. - Creates Power Shell Scripts for task automation. - Builds custom report using SQL Reporting. 	Essential
30%	<p>System Application Development, Administration, and Support</p> <ul style="list-style-type: none"> - Builds and develops nightly scheduled jobs to extract, transform, and load (ETL) data from and to multiple data sources on campus using multiple ETL tools, including Microsoft SQL Server SSIS. - Installs, configures, monitors, and scheduled jobs and windows tasks - Applies security best practices and regularly update database systems and other enterprise systems. - Responsible for checking, troubleshooting, and resolving IT ServiceNow incidents; assigning tasks to student assistants. - Documents processes and procedures. 	Essential
5%	Other Duties as Assigned	Essential

SELECTION CRITERIA

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
Concentrating:	Occasionally - Essential
Crawling:	Occasionally
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 Extremities:	Constantly - 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): Constantly - 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:

Joanna Hang 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:	Andy Pho ✓ Approved Jun 21, 2023
2. HR Classifier:	Chris Schloffer ✓ Approved Jun 22, 2023
3. Appropriate Administrator/Dean:	Joe Luzzi ✓ Approved Jun 22, 2023
4. Position Management:	FL-HRDI PM ✓ Approved Jun 22, 2023

HR/Faculty Affairs Representative:*

FL-HRDI Classifier

Email address: hrrecruitment@fullerton.edu