



Human Resources

One Washington Square
San José, CA 95192-0046

TEL: 408-924-2250
FAX: 408-924-2284
hrsg@sjsu.edu

**The California State
University:**

Chancellor's Office
Bakersfield
Channel Islands
Chico
Dominguez Hills
East Bay
Fresno
Fullerton
Humboldt
Long Beach
Los Angeles
Maritime Academy
Monterey Bay
Northridge
Pomona
Sacramento
San Bernardino
San Diego
San Francisco
San José
San Luis Obispo
San Marcos
Sonoma
Stanislaus

September 22, 2017

Meenakshi Paryani
655 S Fair Oaks Ave, H113
San Jose, CA 94086

Dear Meenakshi:

Congratulations and welcome to San José State University!

We are pleased to offer you the position of Java Developer Intern, in the Enterprise Solutions department.

Your start date is October 4, 2017. You will report to James Anderson , IT Student Success Project Manager, who will direct your day-to-day work and provide input towards your performance evaluations. Your Appropriate Administrator is Joel Johnson, Director Web and Campus Applications, who is responsible for your overall performance.

This is an hourly temporary appointment, not to exceed 20 hours per week, in all concurrent jobs during an academic term, ending on or before August 1, 2018. Temporary appointments may be terminated at any time based on departmental or organizational needs, lack of work, lack of funds, unsatisfactory performance, or other appropriate reasons.

This position is classified at the level of Management Intern. Employees in this classification are covered under the Confidential Employees Program Guidelines.

Your initial compensation in this position will be \$15.00 per hour. This position is non-exempt from overtime provisions of the Fair Labor Standards Act (FLSA).

You will accrue vacation at the rate of 16 hours and sick leave at the rate of 8 hours for every 160 hours worked. You are entitled to 13 official holidays (designated and rescheduled) and one personal holiday per calendar year. Holiday pay is proportionally based on the total hours worked during the pay period in which the holiday occurs.

Per the Affordable Care Act (ACA), working 130 hours or more in a month grants you eligibility for enrollment in a CSU health (medical only) plan sponsored by CalPERS. You have 60 calendar days from your start date to enroll. Medical coverage is effective on the first of the month following enrollment. You are covered by the University's Workers' Compensation program. Should a work-related injury occur, please notify your Appropriate Administrator immediately



Human Resources

One Washington Square
San José, CA 95192-0046

TEL: 408-924-2250
FAX: 408-924-2284
hrsg@sjsu.edu

Under the Immigration Reform and Control Act of 1986, you have three business days from your start date, to submit proof of U.S. citizenship or other documentation, verifying you are authorized to work in the United States.

If you have any questions, please contact me at (408) 924-2143 or by email at Tony.Garcia@sjsu.edu.

We are excited for you to join the Spartan community!

Sincerely,

A handwritten signature in black ink that reads "Tony Garcia". The signature is written in a cursive, flowing style.

Tony Garcia
Sr. Compensation Analyst

Cc: Joel Johnson, Director Web and Campus Applications
Susan Kintana, Manager, Planning and Operations
Personnel File

To accept this offer of employment, please sign and date below, and return this letter two business days after receipt.

DocuSigned by:
A handwritten signature in black ink that reads "Meenakshi Paryani". The signature is written in a cursive, flowing style.

9/25/2017

143507E203DA40F...
Meenakshi Paryani

Date



POSITION DESCRIPTION INSTRUCTIONS & FORM

HUMAN RESOURCES | 408-924-2250

Position Number:	00012952
Working Title:	Java Developer Intern
Classification Title:	Management Intern
Job Code/Grade:	1293
Department Name:	Enterprise Solutions
Appropriate Administrator Title/Position Number:	Director Web and Campus Applications/ 00005035
Work Lead/Department Chair Title/Position Number (if applicable):	IT Student Success Project Manager/ 00012386

A. POSITION PURPOSE *(Enter Purpose Below)*

The Programmer/Analyst Intern will maintain and develop software supporting the ITS programming group. You will support the Systems and Programming team with writing and maintaining simpler application programs, generally coding from documented specifications or gathering requirements as needed. Also, you will work on limited systems analysis work. The goal is to develop the support, maintenance, and monitoring tools for the PeopleSoft development team.

B. TYPE OF SUPERVISION RECEIVED *(Select one and enter the number below)*

- 1) **Direct Supervision:** Work is performed according to detailed instructions and the supervision is available on short notice. The methods of work are well established and outlined. (Typical supervision for entry level, non-exempt positions.)
- 2) **General Supervision:** Objectives are set for position, but incumbent works independently referring to policies, practices and procedures. (Typical supervision for mid-level exempt or non-exempt positions.)
- 3) **Limited Supervision:** Incumbent proceeds on own initiative while complying with policies, practices and procedures described by the Supervisor. Incumbent seldom refers matters to supervisor except for clarification of policy. (Typical supervision for professional or advanced-level exempt positions.)
- 4) **General Direction:** Incumbent has broad responsibility for planning, organizing and prioritizing work. Active control by the manager is only exercised on longer term goals and policy issues. (Typical supervision for middle managers and high level professionals.)
- 5) **Administrative Direction:** Management decisions are comprehensive and the work function is broad. (Typical supervision for high level or executive management positions.)

1

C. ESSENTIAL FUNCTIONS



POSITION DESCRIPTION INSTRUCTIONS & FORM

HUMAN RESOURCES | 408-924-2250

Essential Functions and Associated Tasks	% of Time Annually
Interpret business requirements into technical and/or functional documentation and solutions. Build application to speed up one-way PeopleSoft data integrations with 3rd party vendors. Create a tool in Java that creates delimited files from Oracle SQL statements, transmits the files, logs activity and record counts, archives extracted files for at least 30 days, and can be scheduled, and has automated testing and documentation. Evaluate open source tool sets to speed development and to achieve project success.	20
Assist lead programmer with design, builds, analysis, enhancement, debugging, testing, and maintenance of existing ASP and Python applications.	40
Create technical documentation, code, unit tests, and functional tests as required.	40

The incumbent is considered a 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 as a condition of employment.

Percentages are used to classify the position. Actual amount of time spent on each Essential Function may vary based on department cycles and priorities. Other duties may be assigned by the Appropriate Administrator.

D. KNOWLEDGE, SKILLS and ABILITIES

Knowledge, Skills and Abilities required to perform the Essential Functions in Section C
Java programming (7 or 8) Spring Framework, Selenium JUnit Oracle SQL (or transferable skill) JDBC Understand web protocols, standards, and technologies (HTML, CSS, JS) Knowledge of PC, client/server, and network environments Participate in code reviews, automated and functional testing, and other aspects of our quality assurance process Excellent communication skills Ability to work effectively with others Excellent organizational skills Must be accurate and detail oriented

E. NON-STUDENT POSITIONS MANAGED/LED BY INCUMBENT *(If Applicable)*

Position Number	Classification and Working Title (To insert additional rows, click Tab in the last row.)

POSITION DESCRIPTION INSTRUCTIONS & FORM

HUMAN RESOURCES | 408-924-2250

F. PHYSICAL DEMANDS and WORK ENVIRONMENT

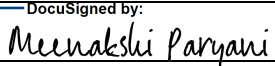

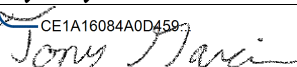
Describe the physical demands required of this position (e.g. lifting, sitting, standing) and the work environment (e.g. typical office environment, moderate noise level).

Typical Office environment with moderate noise levels.

G. QUALIFICATIONS

Minimum Qualifications (for non-MPP positions, HR will complete this section)	Preferred Qualifications (used for recruitment purposes only)
Education:	Education:
Experience: Java programming and Oracle SQL (or transferable skill)	Experience:

H. SIGNATURES *(Enter names only; Signatures will be obtained when HR finalizes position description)*

Employee Name/Signature:	Meenakshi Paryani, 	Date Signed:	9/25/2017
Appropriate Administrator Name/Signature:	Joel Johnson, 	Date Signed:	9/25/2017
Workforce Planning Name/Signature:	Tony Garcia, 	Date Signed:	09/22/2017

HR Only