Analyst Programmer

Please see Special Instructions for more details.

Applications will be reviewed based on the information submitted on the employment profile with education and work history along with any other requested documentation i.e. posting specific question responses, transcripts, etc. **Your profile MUST clearly show how you meet the minimum/required qualifications for the position.** Resumes are NOT accepted at the application stage for this position.

Equivalent required experience is based on full-time equivalent (40 hours per week).

PLEASE NOTE: If you have volunteer experience relevant to this position, please include in the Employment History section and note length of time, average number of hours per week and major duties.

Typically, the starting salary is at the lower end of the salary range.

For additional information please contact: John McQueen at John.McQueen@oregonstate.edu

OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

OSU will conduct a review of the National Sex Offender Public website prior to hire.

OSU is a fair chance employer committed to inclusive hiring. We encourage applications from candidates who bring a wide range of lived experience including involvement with the justice system. This job has "critical or security-sensitive" responsibilities. If you are selected as a finalist, your initial job offer will be contingent upon the results of a job-related pre-employment check (such as a background check, motor vehicle history check, sexual misconduct reference check, etc.). Background check results do not automatically disqualify a candidate. Take a look at our **Background Checks** website including the **for candidates** section for more details. If you have questions or concerns about the pre-employment check, please contact OSU's Employee and Labor Relations team at **employee.relations@oregonstate.edu**

Position Details

Position Information

Department	Graduate School Admin (GRD)
Classification Title	Analyst Programmer
Job Title	Analyst Programmer

Appointment Type	Classified Staff
Job Location	Corvallis
Benefits Eligible	Full-Time, benefits eligible
Remote or Hybrid option?	Yes
Employment Category	Regular
Job Summary	**This recruitment will be used to fill one full-time Analyst Programmer, competency level 3, position for the Graduate School at Oregon State University (OSU).** The Graduate School's primary missions are to advance graduate education, to assure quality and unquestionable standards in graduate education and to maintain the integrity of approximately 90 graduate programs and the individuals participating in them. To this end, the Graduate School initiates and enforces appropriate regulations, policies and procedures, coordinates programs, courses, admissions standards and degree requirements, and certifies and awards all graduate degrees. Additionally, this unit is responsible for the review, approval and maintenance of several thousand graduate faculty records. By its very nature, the Graduate School's role is central to the mission of Oregon State University. The incumbent in this position will have significant programming and database experience, Salesforce specific experience, a strong desire to learn, enjoy researching and resolving technical issues, and interacting with and supporting a broad and diverse customer set with varying technical abilities and comfort levels. They will be detailed, thorough and persistent.
Why OSU?	**Working for Oregon State University is so much more than a job!** Oregon State University is a dynamic community of dreamers, doers, problem-solvers and change-makers. We don't wait for challenges to present themselves — we seek them out and take them on. We welcome students, faculty and staff from every background and perspective into a community where everyone feels seen and heard. We have deep-rooted mindfulness for the natural world and all who depend on it, and together, we apply knowledge, tools and skills to build a better future for all. **FACTS:** • Top 1.4% university in the world • More research funding than all public universities in Oregon combined • 1 of 3 land, sea, space and sun grant universities in the U.S. • 2 campuses, 11 colleges, 12 experiment stations, and Extension programs in all 36 counties

• 7 cultural resource centers that offer education, celebration and belonging for everyone
• 100+ undergraduate degree programs, 80+ graduate degrees plus hundreds of minor options and certificates
• 35k+ students including more than 2.3k international students and 10k students of color
• 217k+ alumni worldwide
• For more interesting facts about OSU visit: **https://oregonstate.edu/about**

Locations:

Oregon State has a statewide presence with campuses in Corvallis and Bend, the OSU Portland Center and the Hatfield Marine Science Center on the Pacific Coast in Newport.

Oregon State's beautiful, historic and state-of-the-art main campus is located in one of America's best college towns. Corvallis is located close to the Pacific Ocean, the Cascade mountains and Oregon wine country. Nestled in the heart of the Willamette Valley, this beautiful city offers miles of mountain biking and hiking trails, a river perfect for boating or kayaking and an eclectic downtown featuring local cuisine, popular events and performances.

Total Rewards Package:

Oregon State University offers a **comprehensive benefits package** with benefits eligible positions that is designed to meet the needs of employees and their families including:
• Medical, Dental, Vision and Basic Life. OSU pays 95% of premiums for you and your eligible dependents.
• Free confidential mental health and emotional support services, and counseling resources.
• Retirement savings paid by the university.
• A generous paid leave package, including holidays, vacation and sick leave.
• Tuition reduction benefits for you or your qualifying dependents at OSU or the additional six Oregon Public Universities.
• Robust Work Life programs including Dual Career assistance resources, flexible work arrangements, a Family Resource Center, Affinity Groups and an Employee Assistance Program.

Future and current OSU employees can use the **Benefits Calculator** to learn more about the full value of the benefits provided at OSU.

35% Development

| **Key Responsibilities** | • Lead the design, architecture and implementation of the Graduate School's Salesforce development. |

- Design and develop custom applications on the Salesforce platform using the inherent configuration capabilities supplemented with supported technologies such as Apex and Lightning Web Components as needed.
- Develop and maintain technical process documentation appropriate to share with the IT team.
- Research and evaluate new technologies and provide value-based recommendations in terms of risks and benefits.
- Develop applications within the OSU Style Guide to present end users with a branded web experience.
- Maintain a shared library of Salesforce platform components.
- Support the Graduate School's Shared Use Org code repository pull requests including reviewing, merging, testing, debugging, and deploying pull requests.

35% Maintenance and User Support

- Perform regular updates and maintenance on existing software processes as necessary to account for changes in the Salesforce platform and university requirements.
- Research bugs and issues and serve as the end of the technical problem escalation chain.
- Identify potential solutions and manage solution development, testing and implementation.
- Establish and maintain regular technical communication channels with the Graduate School staff and external stakeholders.
- Represent the Graduate School in meetings with vendors, implementation partners and other OSU units.

20% Student Worker Support

- Support and mentor a team of 3-5 student workers.
- Recruit or support the recruitment of student workers as needed.
- Create and maintain a training program to onboard student developers.
- Assign and prioritize work according to student abilities.
- Support student diversity, equity, and inclusion training and seek opportunities to incorporate an inclusive perspective into the software development practice.

5% Professional Development

- Stay current on Salesforce feature changes as it pertains to the needs of the organization.
- Attend professional training opportunities.
- Participate in campus committees as appropriate.

5% Other Duties as assigned

What We Require	This classification requires a basic foundation of knowledge and skills in systems analysis and related programming support functions generally obtained by a bachelor's degree in computer science, or an equivalent amount of training and applied experience.
What You Will Need	- Demonstrated interpersonal and communication skills in working with users to effectively assess user requirements, communicate information about technology systems and solutions. - Ability to perform interactive debugging and to test and analyze program failures. - Experience with API's, object-oriented programming, data management, documentation, iterative development and web-based technologies. - Experience with version control systems (e.g. git). - Documented experience coding Salesforce applications (not just configuration). - Experience with the full lifecycle of software development. This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per University Standard: 05-010 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months.
What We Would Like You to Have	- Five or more years Salesforce development experience. - Experience in a university setting. - Experience with OSU Salesforce Orgs. - Prior work experience with Banner, DocuSign, or OnBase (or similar document management system). - Experience with vendor technical documentation. - Experience as a mentor. - A demonstrable commitment to promoting and enhancing diversity.
Working Conditions / Work Schedule	The Graduate School is located on the main OSU campus in Corvallis. This position will have office space on campus and have the opportunity to work remotely, with pre-determined periodic reviews for continuation of the agreement.

Pay Method	Hourly
Pay Period	16th - 15th of the following month
Pay Date	Last working day of the month
Min Salary	$35.81
Max Salary	$56.79
Link to Position Description	**https://jobs.oregonstate.edu/position_descriptions/12717**

Posting Detail Information

Posting Number	P04563CT
Number of Vacancies	1
Anticipated Appointment Begin Date	03/04/2024
Anticipated Appointment End Date	
Posting Date	12/22/2023
Full Consideration Date	
Closing Date	01/28/2024
Indicate how you intend to recruit for this search	Competitive / External - open to ALL qualified applicants
Special Instructions to Applicants	Applications will be reviewed based on the information submitted on the employment profile with education and work history along with any other requested documentation i.e. posting specific question responses, transcripts, etc. **Your profile MUST clearly show how you meet the minimum/required qualifications for the position.** Resumes are NOT accepted at the application stage for this position.

Equivalent required experience is based on full-time equivalent (40 hours per week).

PLEASE NOTE: If you have volunteer experience relevant to this position, please include in the Employment History section and note length of time, average number of hours per week and major duties.

Typically, the starting salary is at the lower end of the salary range.

For additional information please contact: John McQueen at John.McQueen@oregonstate.edu |

OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

OSU will conduct a review of the National Sex Offender Public website prior to hire.

OSU is a fair chance employer committed to inclusive hiring. We encourage applications from candidates who bring a wide range of lived experience including involvement with the justice system. This job has "critical or security-sensitive" responsibilities. If you are selected as a finalist, your initial job offer will be contingent upon the results of a job-related pre-employment check (such as a background check, motor vehicle history check, sexual misconduct reference check, etc.). Background check results do not automatically disqualify a candidate. Take a look at our **Background Checks** website including the **for candidates** section for more details. If you have questions or concerns about the pre-employment check, please contact OSU's Employee and Labor Relations team at **employee.relations@oregonstate.edu**

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Describe your experience with modifying and maintaining a large code base that you did not have a hand in building.

   (Open Ended Question)

2. * Please clearly describe your experience with the following: a. Salesforce. b. Object orienting programming languages you have experience with (e.g. Java, Apex, etc.). c. Data management and ETL tools. d. APIs. e. GitHub. f. Web technologies (e.g. HTML, CSS, JS). g. Other platforms or tech stacks you have experience with.

   (Open Ended Question)

3. * Describe your experiences supporting end users.

   (Open Ended Question)

Documents Needed to Apply

Required Documents
Optional Documents

1. REQUIRED for Verification of Veteran Status (Documentation will be removed once status certified)