**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 classified staff positions. Typically, the starting salary is at the lower end of the salary range. For additional information please contact: Ryan Winklepleck at ryan.winklepleck@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. 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 OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement.

**Position Details**

**Position Information**

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| **Department** | Specialized Admin Svcs (QSA) |
| **Classification Title** | Analyst Programmer |
| **Job Title** | Analyst Programmer |
| **Appointment Type** | Classified Staff |
| **Job Location** | Corvallis |
| **Position Appointment Percent** | 100 |
| **Appointment Basis** | 12 |
| **Pay Method** | Salary |
| **Min Salary** | $5475 |
| **Max Salary** | $8682 |
| **Employment Category** | Regular |
| **Position Summary** | This recruitment will be used to fill one full-time Analyst Programmer, Competency Level 3 (Senior Developer), to assist in supporting IT initiatives for groups within Finance and Administration. This position is managed by Specialized Administrative Services IT and is supervised by the IT Manager.  OSU Specialized Administrative Services supports the University through multiple units under Finance & Administration, including Enterprise Risk Services, Printing & Mailing, Capital Planning and Development, Facilities and Maintenance Services, Procurement, Contracts and Materials Management, and Transportation Services.  This position will work collaboratively with departmental stakeholders, the IT manager, and IT staff to analyze departmental needs and convert those needs into an effective solution. Duties will also include support and development of relational databases, web applications, mobile application, and reports.  Solutions will be based on specifics of each project, but typically include third party purchased solutions, development in-house, or a combination of both.  Additional responsibilities include project management, writing unit tests, troubleshooting, support and maintenance for existing systems, and working with departments to iteratively improve applications.  This position is not eligible for telecommuting. Work will be both collaborative and independent. Technologies used are primarily PHP, Microsoft SQL Server, MySQL, Windows Server and Git. |
| **Position Duties** | 25% Systems Analysis and Development Analyze user system and application needs, determine and evaluate alternative solutions and approaches to meet those needs, and select the optimal technology solution. Provide project management and consult with department contacts to identify and document software/system purpose, application flow, work flow issues, output needs, revisions and to determine overall functional and technical system requirements and specifications. Collaborate with other campus IT support teams to manage server technologies and infrastructure.  Maintain and support the Specialized Administrative Services IT team environment. Discuss, troubleshoot, resolve or effectively recommend changes on issues with IT team. Implement University branding and departmental identity standards.  25% Applications Programming Develop succinct, timely programming code or modify software in a logical manner which optimizes programming resources. Write code to meet user specifications. Develop and modify application software to meet user needs. Effectively test and debug application prior to distribution. Apply coding, accessibility, and security standards per University and department policy.  Maintain and support assigned systems to ensure minimal downtime and loss of productivity and service. Evaluate and enhance the efficiency of existing programs to meet current and future user needs. Maintain and support departmental databases. Install new, modified or third party software releases and/or updates.  25% Database Analysis Structure, implement and maintain databases to optimize data access and security. Design and maintain database schemas and user interfaces. Collaboratively work with user to understand data access and integration needs. Monitor database standards and procedures, system usage and performance. Resolve database and data problems. Develop and implement recovery plans. Build SQL-based reports and analyze data to enhance customer analysis.  Follow and implement policies, standards and procedures for strategic data planning, data analysis and modeling and data standardization to ensure accurate, useful and readily accessible data. Monitor, analyze and verify data to ensure database integrity. Maintain database archives.  10% Customer Service Meet with supervisor and departmental contacts to evaluate their needs and understand overall business needs. Effectively communicate with customers regarding project and status providing options to customer regarding cost-benefit analysis of proposal as appropriate.  Communicate and network with other University IT personnel by developing and maintaining professional relationships. Stay informed on emerging technology.  10% Lead Work Assign, plan and approve work completed by IT staff. Coordinate projects ensuring timeliness and accuracy. Oversee compliance of procedures and guidelines as well as adherence to policies.  5% Other duties as assigned. |
| **Minimum Qualifications** | 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. |
| **Additional Required Qualifications** | Bachelor’s degree from an accredited university or an equivalent level of training and applied experience.  4 years of experience developing PHP based applications and relational database design.  Advanced knowledge of systems analysis and related programming functions.  Strong written and verbal communication skills with the ability to provide technical information to customers of varying technical backgrounds and user levels.  This position is designated as a critical, security-sensitive or safety-sensitive position; therefore the incumbent must successfully complete a Criminal History Check and be deemed fit for duty at placement and while serving in the position. |
| **Preferred (Special) Qualifications** | Mobile application development in iOS SDK. |
| **Working Conditions / Work Schedule** | Ability to sit and work at a computer for extended periods of time. |
| **This position is deemed essential and the incumbent may be expected to report to work during inclement weather, emergency and other University work curtailments or closures.** | No |
| **This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.** | No |

**Posting Detail Information**

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| **Posting Number** | P00747CT |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 04/03/2017 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 01/27/2017 |
| **Full Consideration Date** |  |
| **Closing Date** | 02/27/2017 |
| **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 classified staff positions.  Typically, the starting salary is at the lower end of the salary range.  For additional information please contact: Ryan Winklepleck at ryan.winklepleck@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.  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 OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement. |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

**Documents Needed to Apply**

**Required Documents**

**Optional Documents**