**Analyst Programmer**

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**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. Answers t Posting Specific Question can be uploaded as Other Document 1 if not included in your profile. Typically, the starting salary is at the lower end of the salary range. For additional information please contact: Angela Williamson at angela.williamson@oregonstate.edu or 541.737.3252 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** | Entrprse Computing Svcs (JIS) |
| **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** | $3275 |
| **Max Salary** | $8769 |
| **Employment Category** | Limited Duration |
| **Position Summary** | This recruitment will be used to fill one full-time Analyst Programmer, competency level 2, position for Enterprise Computing Services at Oregon State University (OSU).  This is a limited duration appointment expected to last approximately 2 years from the appointment begin date.  As an area within Oregon State University, Information Services shares and supports the University’s overall mission by assisting all areas of the university in extending their programs, teaching, research and communication throughout the world.  The services provided by the Information Services Units, including Academic Technologies, Enterprise Computing Services, Telecommunications, Infrastructure Services, and the Information Security Office assist the university community by facilitating the transmission of knowledge of expertise to its members thereby enhancing their ability to be productive, valued and esteemed member of the University serving the State of Oregon.  Services are provided to students, faculty and staff for the curricular, research, intellectual and administrative activities and needs. There are approximately 160+ faculty, classified and management services employees in Information Services as well as 30-40 FTE student positions. Information Services administers a total budget of $25+ million.  This position provides analysis and programming support for administrative information systems. This position functions within a team-based management environment. These outcomes are designed to enhance and/or improve departmental and campus processes, and provide the best possible customer service experience. The incumbent will work with administrators and users through the processes of analysis, design, coding and testing to provide appropriate enhancements and maintenance for the Hyland Onbase and other software packages necessary to the business of higher education. |
| **Position Duties** | 50% – Participate in the design, enhancement, modification and implementation of vendor supplied software and custom applications. This includes but is not limited to: - Provide the analysis, design and code for enhancements necessary for business processes. - Develop, design and implement projects and participate in the design review & testing phases of projects. - Analyze, design and code applications in a variety of software languages for use in Hyland Onbase or other application-based environment. - Develop, design and modify complex administrative systems in a team environment. - Analyze, design, code and document interfaces between university data systems, such as Banner, and other existing and new systems. - Interview customers to determine requirements. - Design implementation strategies consistent with the overall project plan. -Write and modify job control programs for current hw/sw configurations. - Design, automate and simplify software development processes to achieve continuous delivery.  20% – Contribute as a resource for problem resolution. Incumbent is expected to be able to respond to questions from users as well as peers in the organization. User questions may include requests regarding logic changes in existing programming, inquiries about major system functions, or the need for user training for supported software systems. Peer questions would include requests for assistance in debugging new code as well as troubleshooting for system malfunctions. Explain problems and possible solutions in non-technical terms.  10% – Demonstrate excellent interpersonal and communication skills to provide a superb customer service experience. Incumbent is expected to be able to respond collaboratively to questions from users as well as peers in the organization. User questions may include requests regarding logic changes in existing programming or inquiries about major system functions. Peer questions would include requests for assistance in debugging new code as well as troubleshooting for system malfunctions.  10% – Adapt to change in Software Development. Research the latest releases of software; identify improvements and opportunities to simplify custom modifications. Learn new software development processes, language, frameworks and tools.  10% – Participate as a member of the IS team, and attending developer meetings within IS and the OSU developers community. These discussions could include reviews of logic diagrams, flow charts, coding practices and debugging techniques. Work collaboratively with users and peer  analyst/programmers devising application solutions, while following best practices in application development methodologies. This could involve team approaches to frameworks, new languages, application design, peer code reviews, code quality assurance testing, continuous improvement, version management, code migration, building sophisticated test cases, and standardized documentation of application functions and designs. |
| **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** | 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.  Work experience using online computing systems, training in structured techniques, and basic desktop computer software is required. SQL, JAVA or an OOP language programming experience in a UNIX/Linux environment is required.  Experience with programming in a team environment.  Experience with code management tools.  Experience with database development in modern web applications or APIs.  The employee needs well developed interpersonal, team work, verbal and written communication skills and the ability to effectively use these skills in the analysis and design of business solutions.  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. |
| **Preferred (Special) Qualifications** | Experience with Hyland Onbase software.  Experience with NOLIJ software.  A demonstrable commitment to promoting and enhancing diversity. |
| **Working Conditions / Work Schedule** | The work setting is within a team in cubical accommodations. The employee will accomplish the majority of the required work at a PC-based workstation. Hours beyond a 40-hour work week or outside the standard dayshift are rare but may be required on occasion to maintain the University operating schedule. |
| **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.** | Yes |
| **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** | P01386CT |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 05/01/2018 |
| **Anticipated Appointment End Date** | 05/01/2020 |
| **Posting Date** | 02/07/2018 |
| **Full Consideration Date** |  |
| **Closing Date** | 04/10/2018 |
| **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.  Answers t Posting Specific Question can be uploaded as Other Document 1 if not included in your profile.  Typically, the starting salary is at the lower end of the salary range.  For additional information please contact: Angela Williamson at angela.williamson@oregonstate.edu or 541.737.3252  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 (\*).

1. \* What experience, if any, do you have with Hyland OnBase?

(Open Ended Question)

**Documents Needed to Apply**

**Required Documents**

**Optional Documents**

1. Other Document 1 (see Special Instructions)