**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: Linda Sather at linda.sather@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** | Human Resources - Central (QFA) |
| **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** | $5530 |
| **Max Salary** | $8769 |
| **Employment Category** | Regular |
| **Position Summary** | This recruitment will be used to fill one full-time Analyst Programmer, competency level 3, position for Human Resources Benny Hire application (50%) and for Information Services Student Success efforts (50%) within the OSU Shared Use Organization.  This position provides expertise in the development, validation, testing, usage, and optimization of business-critical technical systems and processes. This position is responsible for resolving non-routine problems as they arise, serving as a resource to stakeholders across campus and serving as a Salesforce Administrator. This is a split position supporting IT solutions using Salesforce for both the Human Resources Benny Hire application (50%) and for Information Services Student Success efforts (50%) within the OSU Shared Use Organization. |
| **Position Duties** | 30% SALESFORCE DEVELOPMENT Design and develop custom applications and integrations in Force.com, using the configuration capabilities inherent to Force.com and supplemented with supported technologies such as Apex, Visualforce, and Lightning as needed to meet project requirements. Elicit customer requirements using software engineering requirements gathering techniques as appropriate and transform them into a technical reality that is extensible and maintainable. Regularly demonstrate new functionality for users and elicit feedback to inform next steps (such as continue development, functionality/interface revisions or refactoring) within the scope of the current project. Participate as part of a team to ensure system development is compliant with applicable federal, state, and OSU rules, policies and standards.  25% SALESFORCE ADMINISTRATION Maintain Salesforce configurations, content, interfaces and integrations to correct defects, accommodate the changing needs of the business, or comply with legal/regulatory responsibilities of the institution. Perform ongoing updates to forms and interfaces as required. Support Salesforce integrations, including integrations with OSU’s Student Information System and Human Resource Information System ERP (Ellucian Banner), OSU’s Online Recruitment System (PeopleAdmin), OSU’s Document Management System (Nolij), and OSU’s eSignature system (DocuSign).  Administer and report on data, objects, and applications as needed. Monitor usage or space for licensing requirements. Participate in campus-wide Salesforce programmers/administrators meetings. Communicate regularly with application stakeholders across departments and organizations.  Maintain knowledge of current Salesforce technologies.  Serve as the Salesforce Administrator for OSU’s Benny Hire, a University-wide system used for hiring and job management requests, and for Information Services Student Success efforts.  15% END USER SUPPORT Communicate with team members and end users with different levels of technical abilities. Responsible for resolving help request tickets and providing excellent customer service at all times. Provide training as needed.  10% ENTERPRISE WIDE SALESFORCE ORG PARTICIPATION Assist with other Salesforce Shared Use Org projects as directed. Support the Shared Use Org community as needed, including understanding and adhering to development and change management standards, supporting the onboarding of new community developers, and participating in code reviews.  10% DOCUMENTATION Create and maintain technical documentation. Collaborate with functional subject matter experts on the creation and maintenance of application user guides.  5% LEAD WORK  Lead work of student employees providing technical assistance in Salesforce development and user support.  Initiate and facilitate meetings with stakeholders, subject matter experts, and developers.  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** | Demonstrated ability to take business requirements and use them to formulate technical designs.  Demonstrated knowledge of object-oriented programming, analysis and design, database design and Software Development Lifecycle.  Demonstrated understanding of application architecture principles, protocols and practices, including data structures, data modeling and data security.  Development experience with PHP/MySQL/JavaScript and/or object-oriented programming in Java, C#, Apex or similar.  Strong oral and written communication skills.  Self-directed, with demonstrated ability to work independently and as part of a team.  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. |
| **Preferred (Special) Qualifications** | Demonstrated experience in Salesforce.com administrative configuration.  Demonstrated familiarity with Salesforce Apex programming concepts including core design patterns, limits and bulk patterns, efficient and reliable trigger handling, asynchronous operations and effective unit testing.  Demonstrated experience with Ellucian Banner ERP.  Advanced experience in Microsoft Office applications and Google Apps.  Experience integrating Salesforce with an ERP system.  Experience integrating Salesforce with DocuSign.  Demonstrated commitment to exceptional customer service.  Accurate, consistent attention to detail.  Familiarity with new and evolving technologies.  Superb analytical abilities.  A demonstrable commitment to promoting and enhancing diversity. |
| **Working Conditions / Work Schedule** | This position will be shared by two different units. Office locations may vary. |
| **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** | P01351CT |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 02/12/2018 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 01/11/2018 |
| **Full Consideration Date** |  |
| **Closing Date** | 01/25/2018 |
| **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.  Typically, the starting salary is at the lower end of the salary range.  For additional information please contact: Linda Sather at linda.sather@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**