Analyst Programmer

Classification

Proposed Classification

Classification Title: Analyst Programmer 2
Classification Number: 1464-2

Responsibilities

Required Key Cultural Competencies: Creates an environment that acknowledges, encourages and celebrates differences. Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds. Seeks opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive settings with a willingness to change for continual improvement. Adheres to all PSU policies including the policies on Prohibited Discrimination & Harassment and the Professional Standards of Conduct.

Required Professional Standards of Conduct: At Portland State University, all employees are expected to conduct themselves in a professional manner which maintains a safe, respectful, and productive environment for faculty, students, administrators, and staff. It is the responsibility of every member of the Portland State University community to conduct themselves in accordance with our PSU Professional Standards of Conduct which are available at www.pdx.edu/hr/professional-standards-conduct.

Qualifications

Minimum Qualifications from Classification: 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.

Funding

Monthly Pay Minimum (from classification) $4282 or $24.70/hour
Monthly Pay Maximum (from classification) $7948 or $45.85/hour
Salary Range (from classification) 34i-2

BANNER CODING

Federal EEO-6 Occupational Codes for PSU- PGRP: 0505 - Analyst Programmer

No
Pay Differential from Classification

IPEDs Std Occupational code 15-0000 - Computer and Mathematical Occupations

Seated Employee

This position description is vacant.

Supervisory Position Information

Supervisor Position Description

Job Title 
Assistant Director for Business Services

Position Number
D91203

Org Unit
651611 - FPM Directors Office

First Name
Patrick

Last Name
Powers

Email
ppowers@pdx.edu

Position Information

Position Details
Please provide details about this position. Some information may appear in the posting.

Working Title
Analyst Programmer

Position Number
D91664

Position FTE
1.0

Based on duties test, this position is:
Exempt Computer

Term of Service
12 month

Primary Work Location
26C - Portland

University Organizational Structure
Example: 600300

Department Org Code
651112

Department
651000 - FAP Facilities & Planning Operation

Timesheet/Leave Roster Org
651112

Contact Information

Department Contact Name
Patrick Powers
Facilities and Property Management (FPM) is pleased to serve all members of the Portland State University (PSU) community. FPM takes a tremendous amount of pride in providing professional services that maintain an appealing campus environment. The facilities and grounds at PSU consist of over 5 million square feet of facilities and approximately 50 acres of grounds and are the university’s largest assets. FPM is charged with the stewardship of these assets, which contribute to attracting and retaining students, faculty and staff. FPM staff work together as a dedicated team to create and maintain a superior and vibrant urban campus learning environment. The Analyst Programmer position leads the development and support of online applications and back-end systems related to Facilities and Property Management’s (FPM) proprietary computerized maintenance management software (CMMS), used campus-wide to facilitate efficient facilities and construction support for the campus community. The position also provides back-up support to other technical team members that may require cross-training.

A successful candidate for this position will have extensive experience with Assetworks AiM CMMS or similar system and be able to implement front end interfaces using HTML5, Bootstrap CSS, JavaScript libraries (jQuery) and frameworks implemented through JSF 2.0. The position collaborates with multiple campus stakeholders to identify needs; develop, launch, and maintain interfaces that improve productivity of departments and work groups; and ensure an optimal user experience for the campus community.

Key Cultural Competencies
Creates an environment that acknowledges, encourages and celebrates differences. Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds. Seeks opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive settings with a willingness to change for continual improvement. Adheres to all PSU policies including the policies on Prohibited Discrimination & Harassment and the Professional Standards of Conduct.

Professional Standards of Conduct
At Portland State University, all employees are expected to conduct themselves in a professional manner which maintains a safe, respectful, and productive environment for faculty, students, administrators, and staff. It is the responsibility of every member of the Portland State University community to conduct themselves in accordance with our PSU Professional Standards of Conduct which are available at www.pdx.edu/hr/professional-standards-conduct.

Representation
OP - SEIU/OPEU Local 503

Is this position Limited Duration?
No

If yes, what is end date?

Creativity or Innovation

Coordinating Responsibility
Coordinate work with other developers by documenting code and managing source control. Coordinate with multiple departments and stakeholders to identify and analyze needs and propose and implement technical solutions to maximize workflow efficiencies. Develop and update T-SQL statements to manage relational data in SQLServer.
Utilize test-driven development to identify and eliminate software bugs. Adhere to the software architecture and design patterns used across all developers. Integrate new back-end development methodologies and security measures as best practices evolve.

### Position Duties/Responsibilities

#### Duty Name
Develop and Maintain Back-End Software Applications

#### Duty Type
Essential

#### Duty Description
Use Java, JSF 2.0 MVC, SOAP and ReST APIs and their future equivalents to implement server side logic. Develop and update T-SQL statements to manage relational data in SQLServer. Coordinate work with other developers by documenting code and managing source control. Utilize test-driven development to identify and eliminate software bugs. Adhere to the software architecture and design patterns used across all developers. Integrate new back-end development methodologies and security measures as best practices evolve. Use productivity tools such as Eclipse IDE, BIRT, and Pentaho tools to develop action codes, web services, data transforms, and reports to meet user needs. Develop testing plans for modifications, system patches and system upgrades. Coordinate user acceptance testing and authorize installation of modifications, patches and upgrades into production.

#### Frequency
Daily

#### Percent of Time
45

#### Duty Name
Develop and Maintain Front-End Software Applications

#### Duty Type
Essential

#### Duty Description
Coordinate with multiple campus stakeholders to evaluate front-end software applications utilized by multiple departments to identify needs and propose and implement solutions. Write code to meet user specifications; Implement front end interfaces using HTML5, Bootstrap CSS, JavaScript libraries (jQuery) and frameworks implemented through JSF 2.0. Utilize appropriate resource management systems such as Ant, Maven, etc. Implement front-end interfaces using current design practices such as responsive design, UX and accessibility. Coordinate work with other developers by documenting code and managing source control. Utilize test-driven development to identify and eliminate software bugs. Work with users from multiple campus departments to test and debug programs. Integrate new front-end development methodologies and security measures as best practices evolve. Act as the liaison with the software vendor AssetWorks, submits bug reports, system enhancement requests, and requests/specifications for professional services. Serve as team lead in implementing additional modules and functionality in AiM. Serves as the point of contact and participates in AssetWorks "special interest groups" recruited to help develop design specifications and needs requirements focused on enhancing current system functionality or creating new modules and functionality. Develop program specifications and review them with users and development team for customization’s to the core AiM product. Work with users from multiple departments and IT staff to develop specifications for interfaces between AiM and other campus systems such as Banner and Starrez.

#### Frequency
Daily

#### Percent of Time
30
Duty Name: Support for Internal and External Clients

Duty Type: Essential

Duty Description:
Provide technical assistance and backup support for Network/ Operating Systems Analyst and AiM Database Administrator.
Conduct peer code review.
Utilizing technologies such as BIRT, SQL, and Pentaho RDI, to create and deploy reports in AiM. Additionally, train FPM IT students in the use of BIRT, SQL, and Pentaho RDL to produce reports.
Assisting the Assistant Director for Business Services in the management and promotion of Google Apps.
Respond to user issues including AiM access, researching error messages, assisting with the management of Mobile devices such as iPhone and iPad utilizing JAMF Casper Suite and Apple Configurator.
Administer security, create user accounts and security roles for AiM, AiM IQ and SiteMaster
Provide end user support for FPM, CPC, CAPS, PCRE Finance, Project Accounting, and CPO staff to research and resolve AiM errors, and other computer related issues
Work with system users to understand data access and integration needs
Troubleshoot and resolve database and data problems
Monitor, analyze and verify AiM data to ensure data integrity and consistency
Analyze data and reporting requirements, create complex database views in SQL Server database to allow easier access to needed information
Analyze user requirements and using AiM IQ (Pentaho) tools to create data models and data cubes for self-service reporting

Frequency: As Needed
Percent of Time: 10

Duty Name: Stay Current on Relevant Technology, Security Practices and Development Methodologies

Duty Type: Essential

Duty Description:
Become proficient in new development methodologies, frameworks and languages used by software development team or slated for adoption.
Remain current in knowledge of evolving security best practices and how to implement.
Remain current in user design principles, including responsive design, UX and accessibility.
Discuss and assess with the programming team new technologies and methodologies that benefit the product, development practices and organizational objectives.

Frequency: Daily
Percent of Time: 10

Duty Name: Other duties as assigned

Duty Type: Secondary

Duty Description:
The position performs other duties as assigned to fulfill the departmental and university mission.

Frequency: As Needed
Percent of Time: 5

Supervisory Responsibilities: Yes

https://jobs.hrc.pdx.edu/hr/position_descriptions/22103/print_preview?employee=1
Classified Staff, Total FTE

Supervised

Grad Student, Student Workers / Headcount (number) Supervised 1-3

Decision-Making Authority

Own Time & Resources High

Departmental Resources Moderate

School/College Resources None

Institutional Resources Minimal

What kind of decisions will the incumbent be expected to make? Makes decisions based on professional judgment

Degree of Direction Received Minimal supervision

Does the employee customarily and regularly exercise discretion and independent judgment related to management policies or the general business operations of the employer or the employer's customers? No

Budget Authority

Indicate the level of responsibility of the incumbent for development, direction and control of various types of funds.

Authority Level Minimal or no budgetary authority: smaller discretionary funds approved through proper channels.

Size of Budget

Fund Type E&G (Education & General Funds)

Additional Information

Work Relationships

Explain type of contact with others outside of the immediate office, including formal presentations or regular group contacts.

Type of Contact Internal

Person(s)/Position/Agency Student, staff, faculty

Purpose Oversee and train students assigned to this position in the development and maintenance of report writing using SQL and BIRT. Work with other staff and members of the management team to develop, implement, and maintain front and back end interfaces that connect AIM to other software programs on campus and front-end users. Respond quickly through email, phone or in person to request tickets and other requests made through email, phone or in-person.

Frequency Daily

Type of Contact External

Person(s)/Position/Agency Student, staff, faculty, general public

Purpose Collaborate with various groups on the development and process improvement of front-end interfaces and back-end software applications. This position may work as a...
representative of FPM at conferences and events both on and off campus.

Frequency

Qualifications

Minimum Qualifications from Classification

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 Minimum Qualifications for this Position

A successful candidate for this position will have three or more years experience with Assetworks AiM proprietary CMMS and be able to implement front end interfaces using HTML5, Bootstrap CSS, JavaScript libraries (jQuery) and frameworks implemented through JSF 2.0. to identify need, develop, launch, and maintain interfaces that improve productivity of work groups using FPM’s CMMS AiM and the experience of the campus community and its various stakeholders.

At least three years experience working in an IT support role in a higher education facilities management environment.

Bachelor’s degree in computer science or a closely related field

Preferred Qualifications

Experience in implementing front end interfaces using HTML5, Bootstrap CSS, JavaScript libraries (jQuery) and frameworks implemented through JSF2.0.

Experience with Java, JSF 2.0 MVC, SOAP and ReST APIs to implement server side logic.

Experience with MS SQLServer.

Experience with open source report writing software such as BIRT.

Experience with business intelligence software suite such as Pentaho.

Strong troubleshooting and problem solving skills

Ability to foster a highly collaborative work environment and work effectively across multiple campus departments and organizations in the adoption, utilization and support of software.

Strong verbal, written and interpersonal skills

Ability to independently organize and prioritize work across multiple assignments

Licenses, Certificates, or Other Credentials

Special Working Conditions

Does this position require the employee to drive a motor vehicle? No

Does this position require a background check? Yes

Employee Signature: ________________________________

https://jobs.hrc.pdx.edu/hr/position_descriptions/22103/print_preview?employee=1