University of Wisconsin-Superior
Applications Programming – Information Systems Programmer/Analyst/DBA
Comprehensive Professional
Position Description
Revision date: March 10, 2011

POSITION SUMMARY: The Information Systems Programmer/Analyst and Database Administrator (DBA) – Comprehensive Professional provides programming and technical support for UW- Superior’s enterprise-wide administrative information system (PeopleSoft Campus Solutions). Responsibilities encompass the full scope of applications programming development and support including functionality review, systems analysis, implementations and upgrade project planning, and application of upgrades to technical and functional components of the system.

This position is an IS-Comprehensive Professional with responsibilities in IS Systems Development and IS Technical Services. The IS Systems Development tasks include analysis, design, computer programming, implementation and ongoing primary programming support for the following software applications: PeopleSoft Campus Solutions, and Student Financials. Secondary support is provided to other campus applications. The IS Technical Services responsibilities include Database Administration, Systems Integration, PeopleSoft Campus Solutions Server support and PeopleSoft Campus Solutions upgrade support. This position is a member of Technology Services and reports to the Director of Application Services (IS Supervisor 2).

GOALS AND ACTIVITIES

30%  A. Systems Applications Programming Development and Support

A2. Ensure that reports are generated to assist with common data set, various surveys, analysis of curriculum, and for submission to UW System and State and Federal regulatory agencies.
A3. Coordinate the development of workflow applications to facilitate communications in business processes.
A4. Provide adequate technical support for Brio (Hyperion), PeopleSoft Shared Financials.
A5. Follow standard systems development life-cycle.
A6. Keep users and management informed of progress and project status.
A7. Coordinate projects with other affected units of the University and external agencies
A8. Ensure that inquiries and requests from users are adequately addressed
A9. Coordinate regular meetings with functional users and other project stakeholders. Respond to inquiries and requests from users.

30%  B. Database Administration and Server Administration

B2. Manage database performance, security, and backups for campus systems, including PeopleSoft Student, TMA, and Campus ID Card system.
B3. Coordinate setup and maintenance of Student instance of PeopleSoft Application Servers (Tuxedo) and web servers (weblogic)
B4. Perform Windows 2K3 and 2K8 Server Administration
B5. Research and prepare for new Oracle back-end and middleware technologies (Toad, DBMS, J-Developer, BPEL, IdM, SOA)

20%  C. Provide PeopleSoft Technical Support (Patches and Upgrades and Security)

C1. Evaluate new modules and upgrades made available by vendor.
C2. Work with functional users and technical personnel to determine the necessity for a particular upgrade or module and its potential impact on the rest of the system.
C3. Prepare documentation relative to upgrade functionality.
C4. Prepare time estimates, timing, and recommended sequence of upgrades,
customizations, and new modules.

C5. Ensure that documentation is in place to track implemented modifications to system.

C6. As database administrator implement modifications to data storage structures of the system required by upgrades.

C7. Work with functional users to schedule and guide testing effort of new and modified functionality.

C8. Work with other programmers to implement new modules and apply modifications to existing functionality first in a test environment and eventually in live, production environment.

10%  D. Provide Systems Integration Technical Support (Extracts and synchronization)

D1. PeopleSoft Student extracts to create student and staff campus Network and Email accounts, electronic and printed directories

D2. Password synchronization between PeopleSoft Student and the network

D3. Data synchronization between PeopleSoft Student and Campus ID Card, Meal and Dorm systems, etc.

D4. Integration with UW- System IAA for authentication into major Central Systems (D2L, SFS & HR)

D5. PeopleSoft extract of students, classes and enrollments into D2L.

D6. PeopleSoft Student to Shared Financials accounting transactions.

10%  E. Miscellaneous Duties:

E1. Supervise student interns to leverage productivity.

E2. Learn new technologies that can potentially automate processes and improve productivity.

Required position KNOWLEDGES AND SKILLS are:

- Expert knowledge of applications/software programming development with tools and environment such as PeopleSoft Application Designer, People Code I & II, Tools. (3 years experience)
- Expert knowledge in relational database tools such as Oracle, SQLServer, SQL, SQLPlus , or Oracle (2 years experience)
- Expert knowledge in database administration, performance and tuning
- Expert knowledge of programming and reporting tools such as Java, SQR and Crystal Reports, Brio/Hyperion (3 years experience)
- Knowledge and experience in enterprise-wide information system upgrades such as applying vendor patches and upgrades (1 year experience)
- Knowledge with server/network administration such as Windows 2008, SQL Server, Oracle, , web servers (IIS, Web Logic).
- Knowledge with Windows-family operating systems such as Windows 2008 and Windows XP and MS Office family
- Knowledge and experience with multiple modules of Student Information Systems (example, PeopleSoft Campus Solutions: Financial Aid, Student Financials, , etc). (2 years experience)
- Knowledge of web technologies such as HTML, XML, CSS and Cold Fusion (1 year experience)
- Excellent personal skills and communications skills evidenced by good working relationships with functional users and technical staff
- Prefer Bachelor’s degree in Computer Science or a related discipline
- Enthusiasm for learning new technologies