University of Wisconsin-Superior
Applications Programmer/Analyst –
Information Systems Development Services Professional –
Position Description
Revision date: Sept 26, 2011

POSITION SUMMARY: The Applications Programmer/Analyst - Information Systems Development Services Professional provides software programming and technical support for UW- Superior’s enterprise-wide administrative information systems (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.

The IS Systems Development tasks include analysis, design, computer programming, implementation and ongoing primary programming support for the following software applications: PeopleSoft Campus Solutions, (modules: Financial Aid, Student Records and Registration, Academic Advisement, and Admissions). Secondary support is provided to other campus software applications.

This position is in a progressive series with the objective level of Information Systems Professional Senior. This position is a member of Technology Services and reports to the Director of Applications Services.

GOALS AND ACTIVITIES

60%  A.  Systems Applications Programming Development and Support
A1.  Provide applications programming support for Financial Aid, Student Records and Registration, Academic Advisement, Student Financials, and Institutional Research.
A2.  Coordinate the workflow applications to facilitate communications in business processes.
A4.  Keep users and management informed of progress and project status.
A5.  Coordinate projects with other affected units of the University and external agencies.
A6.  Ensure that inquiries and requests from users are adequately addressed.
A7.  Trouble-shoot and resolve software program problems.

25%  B.  PeopleSoft Report Development and Support
B1.  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.
B2.  Provide adequate technical support for PeopleSoft data warehouse reporting environment and UW system reporting Brio (Hyperion).
B3.  Research and prepare for new Oracle back-end and middleware technologies (Toad, DBMS, J-Developer, BPEL, IdM, SOA, and XML Publisher).

10%  C.  PeopleSoft Patches and Upgrades and Security
C1.  Research new modules and upgrades made available by vendor.
C2.  Prepare documentation relative to upgrade functionality.
C3.  Work with functional users to schedule and guide testing effort of new and modified functionality.
C4.  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.
C5.  Perform systems security administration as needed.
5%  D. Miscellaneous Duties:

D1. Supervise student interns to leverage productivity.
D2. Learn new technologies that can automate processes and improve productivity.

Required position KNOWLEDGES AND SKILLS are:

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