

Job Title: OPS Analyst/Programmer

Compensation: \$26.01 - \$55.17

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level - Professional

Position Summary:

Incumbents coordinate and implement the maintenance, use and enhancement of software or hardware systems critical to the operation of the College. Responsibilities may include analyzing system capabilities and implementing process and procedure changes to better utilize software or hardware; coordinating with software vendors regarding software support and system enhancements; coordinating projects involving the implementation of new software or hardware, or system changes; and training end users.

Designs and develops new or enhanced enterprise systems applications that enhance end user productivity and support the computing needs of the assigned area of the college. Focus includes PeopleSoft and related enterprise applications, SQL, Java, JavaScript, jQuery and web technologies.

Typical Essential Duties

- Participates in the development of user and operational documentation;
- Documents implemented applications to facilitate effective support to the related systems;
- Interacts with the help desk to document and resolve technical problems expediently;
- Provides and coordinates maintenance and end user support for PeopleSoft and other enterprise systems;
- Engages in development testing, coordinates end user testing of computer system applications;
- Supervises and coordinates tasks of programming and systems personnel, as necessary, to provide technology solutions;

- Writes computer programs and applications according to specifications, employing the use of programming languages and/or software packages available at the college;
- Coordinates and provides employee training on the use of technology and software systems.

Requirements:

Education:

Bachelor's Degree in Computer Science or in a related field to assigned area.

Experience:

One(1) year of related college projects and/or experience working as a Programmer and/or a Business Analyst with programming experience, to include SQL, Java, JavaScript, HTML5, CSS3. Knowledge of the functional modules of PeopleSoft in the finance, HR/payroll or student administration systems is highly desired.

** An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

Knowledge:

- Build products using HTML3/CSS3/JS/jQuery and other front-end technologies;
- Solid understanding of HTML5/CSS3, jQuery and responsive design;
- One or more of the functional areas of HR/Payroll, Finance and Accounting and Student Services Administration and/or Financial Aid.

Skills:

- Web technologies development: Java, JavaScript, jQuery, HTML5, CSS3
- PeopleSoft development: PeopleTools, PeopleCode, SQR, Application Engines, Component Interfaces, Integration Broker;
- Database development: Oracle, SQL Server, SQL, PL/SQ;
- SharePoint development;
- Business Intelligence skills an advantage: SSIS, SSAS, dimensional modeling;
- Ability to reason logically, adjust to change and be innovative
- Attention to detail;

- Plan, organize, document and meet deadlines;
- Work independently to resolve and maintain all aspects of technical support.

Responsibilities:

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Manages multiple systems, applications, and/or functions and related projects which include estimating project costs, identifying system risks and needs, and performing related duties.	Daily 20%
2.	Researches information technology problems and discovers sources of errors; analyzes systems capabilities and implements necessary operational changes; participates in the development and/or review of equipment and/or service specifications.	Daily 30%
3.	Confers with users to determine needs and implement best practice solutions. Provides end-user support and troubleshooting of software problems and issues.	Daily 10%
4.	Designs, writes, and implements interfaces, applications, reports, and web pages; identifies and interprets technical information to develop data solutions.	Daily 30%
5.	Coordinates projects with internal and external parties as necessary.	Daily 10%
6.	Performs other duties of a similar nature or level.	As Required

Equal Access/Equal Opportunity

The Board of Trustees of St. Petersburg College affirms its equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant state and federal laws, rules and regulations. The college will not discriminate on the basis

of race, color, ethnicity, religion, sex, age, national origin, marital status, pregnancy, sexual orientation, gender identity, genetic information, or against any qualified individual with disabilities in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this Rule, the college will not tolerate such conduct. Should you experience such behavior, please contact the Title IX Coordinator at [727-341-3261](tel:727-341-3261); by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by email at eaao_director@spcollege.edu.