

Job Description

General Information

Working Job Title: Software Developer	Job Family IT (IT25S)	Job Code: 49303321
Position Number: 5892	Department Name: ITS – Application Development	SAP Organization Unit Number: 50010179
Employee's Name: T.B.A.	Date of Last Update: 9/22/2021	Title of Supervisor: Applications Development & Support Mgr
SAP Personnel #: T.B.A.	Last Updated By:	Name of Supervisor: Nicholas Barry

Position Summary

This role is responsible for planning, designing, developing, debugging, testing, and implementing software and applying knowledge of programming techniques and computer systems. This individual will evaluate requests for new or modified software applications and develop client partnerships by consulting with customers to identify current operating procedures and clarify objectives for automating and streamlining processes. An individual in this position should actively research, evaluate, and implement emerging technologies, frameworks, and practices toward building secure applications.

This position will uphold the ITS core principles of outstanding collaboration and communication, a drive to succeed, a passion for higher learning, and acting with integrity.

Duties & Responsibilities

Indicate % of time spent and indicate with an "*" the duties & responsibilities that are essential functions of this job. Arrange this list of duties in order of importance.	% of Time	Essential Functions
Design and develop software applications based on the functional requirements and build data structures. Extensively test software to identify and repair software defects. Ability to document code inline and develop implementation strategies. Apply security best practices when developing applications.	30%	*
Provide direction for others on larger, more-complex projects. Serve as project leader and work closely with project team in the design of clients' applications; complete all deliverables in a timely fashion.	20%	*
Maintain and improve existing code base working within code and/or style standards.	15%	
Learn and apply new software and technology. Proactively engage in the development and adoption of new architectures.	15%	
Evaluate specifications, develop project plan, and translate the scope of work into estimated delivery times.	10%	
Communicate and coordinate with other teams and workgroups, complete other duties as assigned.	10%	
<i>The above list of job duties is not exclusive, and the incumbent will be required to undertake such tasks as may reasonably be expected within the scope and classification of the position.</i>		

Zone Definition Factors

Nature/Complexity of Work

This position is responsible for planning, designing, developing, debugging, testing, and implementing software and applying knowledge of programming techniques and computer systems. Evaluate requests for new or modified software applications and develop client partnerships by consulting with customers to identify current operating procedures and clarify objectives for automating and streamlining processes.

Problem Solving/Decision-making

Decisions as to appropriate implementation of existing programming standards within project specifications. Problem-solving and troubleshooting application and database design.

Strategic Impact

The timeliness of problem resolution frequently determines when users can proceed with their tasks. The quality of the solution can affect the productivity of the users. In the act of evaluating hardware and software, wrong choices may have direct financial impact.

Know How

Experience organizing tasks and deliverables. Under the direction of and in partnership with the NU Security team, implement and maintain security strategies, policies, and standards to protect University assets. Responsible for actively researching and reviewing security practices to make recommendations based on institutional risk and operational impact.

Technical Know How

Exceptional knowledge of PHP and SQL. Ability to understand and design complex applications from beginning to end.

Interactions

Work is performed within a team environment with regular client meetings as needed.

Leadership

Participate in the Information Technology Services (ITS) software development group team meetings.

Nature of Supervision

Supervision Over: ☐ Reg Staff ☐ Temp Staff ☐ Students ☒ No Supervision

Supervision Received: ☐ Close ☒ Moderate ☐ Limited ☐ None

Qualifications & Attributes

Required Qualifications

Bachelor's degree in Computer Science or related field

Three years information systems experience

Proficient in multiple programming languages and systems common to the job domain; required
PHP framework and SQL experience; required

Preferred Qualifications

Demonstrated experience organizing tasks and deliverables; preferred

Experience in a higher education environment; preferred

HTML 5, CSS 3, Laravel Framework, and responsive design experience; desirable

Equivalent combination of education, experience, that provides the required knowledge, skills, and abilities may be considered.

The ideal candidate is an agile professional with strong interpersonal communication skills, flexibility and responsiveness; exhibits high ethical standards; proficient in managing time and competing priorities; responsive and committed to supporting University staff; committed to the ideals of a major public research university.

Physical Requirements

GENERAL INFORMATION: Describe the work environment and physical demands (i.e. environmental elements, travel, irregular hours, hazardous/unpleasant working conditions, etc):

Long hours of computer work may cause neck/back strain. Work outside normal business hours may be necessary. Travel to conferences may be necessary.

PHYSICAL REQUIREMENTS

Indicate the appropriate response for an eight hour day

	Fill in the appropriate number of hours (0-8) Maximum is 8	Indicate intermittent or constant: Intermittent	Constant
Sit	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stand	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Drive a Motor Vehicle (Explain):

THIS JOB REQUIRES EMPLOYEE TO:

	Occasionally (less than 2 hrs / day)	Between 2-4 hrs / day	Over 5 hrs / day
Squatting.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> Overhead.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> Forward.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> Low.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> Ladder.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> Stairs.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> Other.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

THIS JOB REQUIRES EMPLOYEE TO:

Indicate in appropriate space: L = LIFT C = CARRY P = PUSH PL = PULL

	Less than 2 hrs / day	Up to 2 hrs / day	Between 2-5 hrs / day	Over 5 hrs / day
	<u>L</u> <u>C</u> <u>P</u> <u>PL</u>	<u>L</u> <u>C</u> <u>P</u> <u>PL</u>	<u>L</u> <u>C</u> <u>P</u> <u>PL</u>	<u>L</u> <u>C</u> <u>P</u> <u>PL</u>
11 – 24 lbs	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
25 – 49 lbs	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
50 – 74 lbs	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

If the job requires the employee to handle over 75 lbs – please explain.

POSITION REQUIRES USE OF HANDS OR SPECIAL TOOLS/EQUIPMENT FOR:

	RIGHT	LEFT	BOTH
Keyboarding	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Filing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Explain:	Operation of a standard office and computer equipment.		

<p>This Position: <input type="checkbox"/> REQUIRES ATTENDANCE AT THE WORKPLACE</p> <p style="text-align: center;">or</p> <p><input checked="" type="checkbox"/> IS ELIGIBLE FOR ALTERNATIVE WORKSITE ARRANGEMENT (request forms required)</p> <p>And is considered:</p> <p><input type="checkbox"/> ESSENTIAL (per inclement weather policy, essential employees are expected to report to and work at their assigned campus worksite)</p> <p style="text-align: center;">or</p> <p><input checked="" type="checkbox"/> NON-ESSENTIAL (able to work from home when the office closes for inclement weather)</p>
--

Knowledge Skills and Abilities:

_____ Requires the ability to understand and apply basic job skills, knowledge of several work routines and the ability to apply such routines with minimal interpretation. May possess knowledge of other, related work activities within own functional area. May require the operation of routine equipment/tools. [1]

_____ Requires the ability to understand, interpret, apply and communicate information within a specialization and the ability to apply limited analysis in the completion of general functional procedures. May possess knowledge of work activities outside functional area. May require the operation of moderately complex equipment/tools. [2]

_____ Requires the ability to utilize advanced information within a specialization. Within specialization, possesses the ability to assess/ analyze situations and make adjustments to achieve desired objectives. Possesses knowledge of work activities outside functional area. May require the operation of complex equipment/tools. [3A]

_____ Requires the ability to apply, integrate and communicate extensive theoretical information within a recognized professional field. Facilitates and/ or establishes the achievement of functional area objectives. Requires knowledge of all related functional areas. May require the operation of highly complex equipment/tools. [3B]

_____ Integrates extensive theories and techniques within related or diverse disciplines to achieve results and/ or establish overall strategic directions. Requires wide-ranging administrative and/or specialized knowledge. May require the operation of highly complex equipment/tools. [4]

Problem Solving/Decision-making:

_____ Decisions/problem resolutions are repetitive and simple and typically guided by standard operating policies and procedures/practices exist. Tasks are clear and specific to a single discipline. [1]

_____ Decisions/problem resolutions require gathering/reviewing information from several sources. Simple analysis of facts determines course of action to be taken within the limits of standard operating policies and procedures/practices. Tasks are varied and may cross several disciplines. [2A]

_____ Decisions/problem resolutions require interpretation, discretion and judgment based on precedent or standard operating policies and procedures. Tasks are diversified and may require some creativity in dealing with unprecedented activities. [2B]

_____ Decisions/problem resolutions require synthesis/analysis in the use of theories and accepted principles. Programs/projects are governed by broad objectives, policies and/or theories. Requires the use of creativity in dealing with unprecedented activities. [3]

_____ Decisions/problem resolutions require analysis and evaluation of major issues and courses of action impacting the overall direction of the functional area(s). Applies broad concepts and experience in making important decisions. May develop recommendations influencing long-term policies related to major organizational plans. [4]

Interactions:

_____ Regular contact involves receiving and/or referring inquiries as well as giving or obtaining routine information relating to work being done. Requires the use of common business courtesy. [1]

_____ Regular contact that involves giving or obtaining information as well as occasionally exchanging advice and opinions. Requires the use of common business courtesy, tact, discretion and some persuasion to maintain cooperative associations. [2]

_____ Regular contact that involves exchanging advice and opinions as well as occasionally conveying conceptual ideas of a critical and/or long-range nature. Requires the use of judgment, timing, and persuasion to gain cooperation in the face of differences of opinion or controversy. [3]

_____ Regular contact with major Programs/Teams or individuals. Overriding job requirement involves conveying conceptual ideas regarding matters of critical and long-range nature. Significant requirement for diplomacy, timing, and persuasion to gain concurrence or cooperation on operational issues in the face of significant differences of opinion or controversy. [4]

Supervision Received:

_____ Supervised by procedures or by supervisor through periodic monitoring of progress and performance. May have latitude to determine sequence of own work tasks to meet clearly established schedules. [1]

_____ Supervision by procedures or by supervisor through periodic monitoring of progress and performance. Determines sequence of own work tasks to meet established objectives. [2A]

_____ General direction by supervisor by checking on completed tasks. Establishes own work schedule to achieve program objectives. Makes recommendations to superior regarding efficient functioning of program. [2B]

_____ Responsible for conducting specialized assignments or developing programs under only general direction and guidance. [3]

_____ Extensive latitude to work independently in matters that have a broad effect on overall policies, programs and/or areas of specialization. [4]

Supervision Exercised:

_____ May provide incidental guidance to others. [1]

_____ Provides functional supervision that is usually limited to assigning/reviewing work or may serve as work team leader. [2A]

_____ Serves as work team leader. Distributes, schedules, and monitors the progress or work tasks of the program or project. May be involved in the recommendation of personnel actions to manager. [2B]

_____ Supervises the work of a project or program that may include hiring, discipline, transfers, promotions, or salary changes within a functional area. May integrate work of two or more programs or one major function/or project. [3]

_____ Establishes performance standards for designated programs and/or areas of specialization. Directs staff to include hiring, discipline, transfers, promotions, and salary changes. [4]

Impact:

_____ Actions and decisions in this job are limited to the scope of the job, which primarily affect the immediate work group, but occasionally may extend beyond the immediate work group. Errors reflect unfavorably on the individual and may have an adverse impact on the functional area. [1]

_____ Actions and decisions in this job have an impact which affects the immediate work group and also extends beyond the immediate functional area. Errors reflect unfavorably on the individual and the functional area. [2]

_____ Actions and decisions in this job have discernible impact to the short-term performance of the Program/Team and exerts some impact to its long-term success. Errors reflect unfavorably on the individual, the functional area, overall business operations and potentially other functional areas. [3A]

_____ Actions and decisions in this job have significant impact to the short-term performance of the Program/Team and exert an impact to its long-term success. The job exerts a considerable impact on decisions and final results typically affecting either an entire functional area or a major university activity; and may have unique accountability for financial and program or project objectives. Errors effect business operations, services and other individuals which may require special interventions to correct. [3B]

_____ Actions and decisions in this job exert broad and continuing impact on the future of one or more functional areas. The job exerts a major impact on decisions and final results affecting a major university activity; and/or has accountability for financial and program/project objectives and overall successes. Errors significantly interrupt business operations, services and potentially both internal and external constituents. [4]

Summary:	Job Family Zone Assignment=	
Authorization:	Name:	Date:
Human Resources	Sheryl Gartner	
Supervisor:		
Administrator:		