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University of Nebraska Central Administration
Job Description

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General Information

Working Job Title: NeSIS Programmer/Analyst	Job Family: IT	Job Family Zone: 49302306
Position Number: 335	Department Name: ITS - NeSIS	SAP Organization Unit Number: 50000351
Employee's Name: T.B.A.	Date of Last Update:	Title of Supervisor: NeSIS Application Development Coordinator
SAP Personnel #: T.B.A.	Last Updated By:	Name of Supervisor: Paul Swenson

Position Summary

This position focuses on designing, developing, and maintaining software applications. The selected candidate will closely collaborate with internal and external partners, with different level of expertise and technical knowledge, to develop secure and scalable software solutions, debug issues, enhance performance, and modify existing applications when needed. This position will work with the Nebraska Student Information System (NeSIS) team to meet client needs and system/software requirements including designing new or modifying existing systems and providing technical support.

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
Application Development: Modifying existing software to fix errors, improve performance, adapt to new requirements, and enhance functionality. Designing and developing new software solutions through close collaboration with product owners. Using frameworks and tools to author tests that ensure code behaves as intended. Writing and maintaining technical documentation. Analyzing and identifying security vulnerabilities for the purpose of securing the system today and preventing recurrences in the future. Troubleshoot and provide support for the university community in accessing and utilizing the ERP system and associated third party systems; including on-call support requirements.	50%	*
Application Support: Provides excellent customer service to system users and technical staff. Identifies the causes of reported issues and suggests possible solutions in a timely manner. Handles requests for service, technical expertise, and training to internal and external customers. Collaborates with the development team to ascertain the impact of system maintenance on applications and system modifications.	45%	*
Professional Development: Committed to support the overall goals of the University of Nebraska and the Nebraska Student Information System team. Motivated to extend skills through both team directed activities such as training and conferences, and self-directed research on emerging technologies.	5%	
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.		

Nature/Complexity of Work

Application programming and analysis needs and tasks may progress quickly and demand a great deal of change and modification which requires this position to be flexible and highly adaptive. One must be able to work in an open, collaborative and diversified team environment. Application support is key to the system's success. One must be able to quickly respond to issues while managing multiple priorities.

Problem Solving/Decision-making

This position requires strong analytical and organizational skills along with strong critical thinking and problem solving abilities. If the applications go down or malfunction, this position must be able to quickly and correctly diagnose what is wrong and how to fix it. One must be a self-starter able to identify the course of action to successfully complete a task or project. Must know when and how to coordinate with clients, technical staff and the management team.

Strategic Impact

Actions and decisions in this job have discernible impact to the image of the NeSIS Team. Errors reflect unfavorably on the individual, the functional area, and the overall business operations of NSCS and the University of Nebraska.

Know How

Must have knowledge, skills and abilities in structural programming, design methodology and application development, the ability to work effectively with all levels of management, technical and functional users, strong time management skills, multi-tasking capabilities, excellent communication and inter-personal skills, and the ability to work in a diversified team environment. 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. Employee is on-call - - this responsibility may require the necessity to work outside of regular business hours. Possession and use of a personal cell phone and plan for business purposes, including on-call responsibilities, is a condition of employment.

Technical Know How

This position requires strong programming skills. Knowledge of the software development life-cycle, object-oriented programming, SQL, HTML, CSS, and JavaScript are also required. Exposure to Oracle PeopleSoft, progressive web applications, service oriented architecture, object relational mapping, containerization, and cloud platforms is desirable.

Leadership

Share knowledge and expertise to mentor others when involved with cross training and knowledge transfer. Identify technical issues affecting the performance of the NeSIS technical team.

Interactions

This position requires a significant amount of interaction with the NeSIS internal teams (both functional and technical), campus functional and technical personnel, and other Information Technology Services' staff.

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.
Demonstrated competence in application design, software analysis, development, testing, and debugging software in two of the following three disciplines:

1. Enterprise Java development using restful web services and object relational mapping. Equivalent expertise in other languages and frameworks may be considered.
2. Client-side progressive web development using React or equivalent framework.
3. Application development using the PeopleTools platform framework.

Preferred Qualifications

Experience working with student information systems and functional areas including campus community, admissions, registration and records, student financials and financial aid.
Experience designing/implementing CI/CD pipelines.
Experience with containerization and/or cloud architectures.

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	☒	☐
Stand	1	☒	☐
Walk	1	☒	☐

Drive a Motor Vehicle (Explain):

THIS JOB REQUIRES EMPLOYEE TO:	Occasionally (less then 2 hrs / day)	Between 2-4 hrs / day	Over 5 hrs / day
Squatting………………………………………………	☒	☐	☐
Bending……………………………………………...	☒	☐	☐
Kneeling……………………………………………..	☒	☐	☐
Reaching……………………………………………	☐	☐	☐
> Overhead…………………………………………..	☒	☐	☐
> Forward……………………………………………..	☒	☐	☐
> Low…………………………………………….	☒	☐	☐
Twisting……………………………………...…	☒	☐	☐
Crawling…………………………………………….	☐	☐	☐
Climbing……………………………………………..	☒	☐	☐
> Ladder……………………………………………...	☐	☐	☐
> Stairs……………………………………………	☒	☐	☐
> Other………………………………………………..	☐	☐	☐

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			
	L	**C**	**P**	**PL**	**L**	**C**	**P**	**PL**	**L**	**C**	**P**	**PL**	**L**	**C**	**P**	**PL**
11 – 24 lbs	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
25 – 49 lbs	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
50 – 74 lbs	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

 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	☐	☐	☒
Filing	☐	☐	☐

Other Explain: Operation of a standard office and computer equipment.

This Position: ☐ **REQUIRES ATTENDANCE AT THE WORKPLACE**

or

☒ **IS ELIGIBLE FOR ALTERNATIVE WORKSITE ARRANGEMENT** (request forms required)

And is considered:

☐ **ESSENTIAL (**per inclement weather policy, essential employees are expected to report to and work at their assigned campus worksite**)**

or

☒ **NON-ESSENTIAL (**able to work from home when the office closes for inclement weather)

In Each Section, please select one answer that best describes your job:

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]

X_____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]

X_____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]

X_____ 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]

X_____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:

X_____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]

X_____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:	Zone Assignment=		
Authorization:	Name:		Date:
Human Resources			
Supervisor:			
Administrator:			