

**University of Nebraska Central Administration**  
**Job Description**

**General Information**

Working Job Title: NeSIS Programmer/Analyst	Job Family: IT	Job Family Zone:
Position Number:	Department Name: Enterprise Systems – Information Technology Services	SAP Organization Unit Number:
Employee's Name: TBA	Date of Last Update:	Title of Supervisor: Assistant Director Nebraska Student Information System
SAP Personnel #:	Last Updated By:	Name of Supervisor: William Barrera

**Position Summary**

This position is responsible for providing technical expertise in PeopleSoft Campus Solutions application development, customization, and implementation of system modifications that are common across the University of Nebraska and the Nebraska State College System (NSCS) environments. 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.

**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
<b>Application Support:</b> Work with system users and technical staff to identify application problems, determine possible alternatives, anticipate the effect of contingencies, and implement the optimum solution. Work with development team to ascertain the impact of system maintenance on applications and system modifications.	55%	
<b>Application Development:</b> Develop and maintain applications and system modifications implemented for the Nebraska Student Information System utilized by both the University of Nebraska and the Nebraska State Colleges. Work with system users and internal staff to identify problems, determine possible alternatives, anticipate the effect of contingencies, and implement the optimum solution. Once implemented maintain/modify applications as needed.	40%	
Committed to support the overall goals of the University of Nebraska, work effectively and efficiently to achieve customer satisfaction, maintain and grow technical knowledge, skills and abilities by reading technical manuals and attending training sessions and conferences.	5%	

## Zone Definition Factors

### **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 PeopleSoft 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**

One 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

Technical Know How: This position requires working knowledge of Peoplesoft development tools including PeopleTools (Application Designer and Data Mover), PeopleCode, 4<sup>th</sup> generation object-oriented programming, Peoplesoft Data Dictionary components, SQL, XML, XSLT, JavaScript, CSS, App Engine, JAVA, and PLSQL. Knowledge of Oracle database constructs is desired.

### **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.

### **Supervision**

This position exercises NO supervision over other staff.

This position receives DIRECT supervision from the Assistant Director and INDIRECT supervision from the Director.

### **Minimum Qualifications**

#### **LEVEL OF EDUCATION, YEARS & TYPE OF EXPERIENCE:**

Bachelor's degree in computer science, management information systems or a related field is preferred and four years programmer analyst experience preferred including; application design, software analysis/development, and testing/debugging programs.

Experience with PeopleCode and knowledge of Oracle is desired. Knowledge of Campus Solutions and the functional areas including; campus community, admissions, registration and records, student financials and financial aid are desired.

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

**Physical Requirements**

1. **General Physical Requirements** Indicate the appropriate response for an eight hour day:

	Circle the appropriate number of hours									<i>Indicate intermittent or constant</i>	
	0	1	2	3	4	5	6	7	8	Intermittent	Constant
Sit	0	1	2	3	4	5	6	7	8	x	_____
Stand	0	1	2	3	4	5	6	7	8	x	_____
Walk	0	1	2	3	4	5	6	7	8	x	_____
Drive Motor Vehicle	0	1	2	3	4	5	6	7	8	_____	_____

2. **THIS POSITION REQUIRES:**

	Occasionally (less than 2 hrs daily)	Between 2 - 5 hrs daily	Over 5 hrs daily
Squatting	_____	_____	_____
Bending	x	_____	_____
Kneeling	x	_____	_____
Reaching	_____	_____	_____
➤ Overhead	x	_____	_____
➤ Forward	x	_____	_____
➤ Low	x	_____	_____
Twisting	x	_____	_____
Crawling	_____	_____	_____
Climbing	_____	_____	_____
➤ Ladder	_____	_____	_____
➤ Stairs	x	_____	_____
➤ Other	_____	_____	_____
Walking on rough ground	_____	_____	_____
Exposure to changes of temperature/humidity	_____	_____	_____
Exposure to dust/fumes/gases/chemicals	_____	_____	_____
Being near moving machinery	_____	_____	_____
Working from heights	_____	_____	_____

3. **THIS POSITION REQUIRES EMPLOYEE TO:**

	Indicate letter in appropriate Space:			
	LIFT=L Less than 2 hrs daily	CARRY=C Up to 2 hrs daily	PUSH=P Between 2-5 hrs daily	PULL=PL Over 5 hrs daily
11 - 24 lbs	L, C P, PL	_____	_____	_____
25 - 49 lbs	_____	_____	_____	_____
50 - 74 lbs	_____	_____	_____	_____
75 - 100 lbs	_____	_____	_____	_____
* Over 100 lbs	_____	_____	_____	_____

\* If the position requires the employee to handle over 50 lbs - please explain

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

	RIGHT	LEFT	BOTH
Keyboarding	_____	_____	x
Filing	_____	_____	x
Other Explain: Operation of a computer mouse	_____	_____	_____

5. **THIS POSITION REQUIRES ATTENDANCE AT THE WORKPLACE**

*Job Family Zone Questionnaire*

**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:		

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Authorization:	Name:	Date:
Human Resources		
Supervisor:		

Administrator: