

## Job Description

**Please check one of the following:**

- New   
  Update   
  Advancement within same zone   
  Promotion to Higher Zone  
 Other

### 1. General Information

Date: 7/28/2019	Working Job Title: Software Development Specialist	Position #: 9467
Employee Name: T.B.A.	Title Code: 49303317	Department Name: Information Technology Services
SAP Personnel #: T.B.A.	Job Family: IT	SAP Organization Unit #: 50010181
Name of Supervisor: Nicholas Barry	Job Family Zone: Specialist	<input type="checkbox"/> O/S <input checked="" type="checkbox"/> M/P
Position # of Supervisor: 8876	Zone Code: IT20S	Funding Source: 9229090011
<b>FOR HR USE ONLY:</b>		
FLSA Overtime Exemption: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Exemption Type:	

### 2. Job 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.

### 3. Duties and 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 requisite data structures. Extensively test software, identify and repair software defects. Document code and implementation strategies. Apply security best practices when developing applications.	<b>35%</b>	*
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.	<b>15%</b>	
Maintain and improve existing code base working within code and or style standards.	<b>15%</b>	
Learn and apply new software and technology. Proactively engage in the development and adoption of new architectures.	<b>15%</b>	
Evaluate specifications, develop project plan, and translate the scope of work into estimated delivery times.	<b>10%</b>	
Communicate and coordinate with other teams and workgroups, complete other duties as assigned.	<b>10%</b>	

**4. Zone Definition Factors** (Provide additional information not contained in the Duties & Responsibilities)

**A. Knowledge, skills and abilities**

Exceptional knowledge of PHP and MySQL. Experience organizing tasks and deliverables. Ability to understand and design complex applications from beginning to end.

**B. Problem Solving / Decision Making**

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

**C. Interactions**

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

**D. Nature of Supervision**

Supervision Over:  Reg Staff  Temp Staff/Students  No Supervision  
Supervision Received:  Close  Moderate  Limited/None

**E. 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.

**5. Minimum Qualifications** (indicate "required" and "preferred" for each qualification)

**A. LEVEL OF EDUCATION:**

Bachelor's degree in Computer Science or related field; equivalency considered

**B. YEARS & TYPE OF EXPERIENCE:**

Three years information systems experience; required

**C. SPECIAL TRAINING / CERTIFICATION / LICENSURE:**

**D. SPECIAL KNOWLEDGE, SKILLS OR ABILITIES:**

Proficient in multiple programming languages and systems common to the job domain; required  
PHP and MySQL experience; required  
Must have excellent written/verbal communications and interpersonal skills with proven ability to initiate and facilitate team oriented involvement and discussions; required  
Demonstrated experience organizing tasks and deliverables; preferred  
Experience in a higher education environment; preferred  
HTML 5,CSS 3, jQuery,and responsive design experience; desirable

## 6. Physical Requirements

### 1. GENERAL INFORMATION

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

Long hours at the computer monitor may cause computer related ailments, such as neck/back strain. Work outside normal business hours may be required. Travel for training and conferences may be necessary.

### 2. GENERAL 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	.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Drive Motor Vehicle	.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Explain:

### 3. THIS JOB REQUIRES:

	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 checked="" 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"/>

### 4. THIS JOB REQUIRED 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	<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"/>
75 – 100 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"/>
* Over 110 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 50 lbs – please explain.

**5. JOB REQUIRED USE OF HANDS OR SPECIAL TOOLS / EQUIPMENT FOR:**

	RIGHT	LEFT	BOTH
Keyboarding	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pipefitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6. PATIENT CARE AND RESEARCH JOB**

Does this job entail:	No	If Yes, Explain
Exposure to biohazard materials	<input type="checkbox"/>	
Exposure to blood/bodily fluids	<input type="checkbox"/>	
Potential exposure to blood/bodily fluids	<input type="checkbox"/>	
Wearing hearing protection apparatus	<input type="checkbox"/>	
Working with laboratory animals	<input type="checkbox"/>	
Exposure to chemical hazards	<input type="checkbox"/>	
Wearing protective clothing	<input type="checkbox"/>	