

University of Nebraska Central Administration
Position Description

General Information

Working Job Title: Web Application Developer (Oracle UPK, Uperform)	Job Family: Information Technology	Job Family Zone: Specialist
Position Number: 354	Department Name: UN Computing Services Network	SAP Organization Unit Number: Web App Development Mgmt. Team - 7250
Employee's Name:	Date of Last Update: January 2013	Title of Supervisor: Web Application Development & Mgmt, Lead
SAP Personnel #:	Last Updated By:	Name of Supervisor: Chris Geary

Position Summary

This position will lead the development, management, and support of the University's content management and end-user content development, deployment, and maintenance platforms that support the University's business processes. This includes development, management and support of the University's deployments of Ancile's Uperform for SAP and Oracle's User Productivity Kit (UPK), which support end user adoption, training and end-user documentation.

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
<p>Application Development and Support Construct, test, and maintain interactive and dynamic content management applications. Currently: Uperform and UPK</p> <ul style="list-style-type: none"> • Gather and analyze requirements from the end user and ensure the application meets or exceeds their requirements. • Provide technical direction in management and upgrade approach, perform application upgrade installs, and participate in testing to validate outcomes • Provide proper documentation on management and upgrade approach and application configuration • Keep up to date on technical development standards and guidelines • Works with business units to ensure the deployed applications are in line with direction and strategy of the organization • Manage user access where necessary • Provide training and customer support for the applications • Researches, evaluates, and recommends internet tools and applications 	85	*
<p>Other Duties as Assigned:</p> <ul style="list-style-type: none"> • Provide support, management or development for other IT software/ applications, as needed. • Support the overall goals of UN CSN by maintaining and growing technical knowledge, skills, and abilities. 	15	

Supervision

This position exercises no supervision over other staff members. This position receives in-direct supervision* from the Web Application Development and Management (WADM) Team Lead.

Minimum Qualifications

Bachelor degree in Computer Science, MIS, or related degree program and three years of experience in web application development to include programming languages; .NET, C#, Java, JavaScript, Flash, XML, XSL, and CSS. Equivalent combination of education and experience from which comparable knowledge and abilities can be acquired may be considered.

Zone Definition Factors

Nature/Complexity of Work

The developer works directly with the business and other CSN Teams to ensure that technical solutions are put in place to meet the objectives. Through user consultation, develop and maintain application requirements into a business design. Maintain a good understanding of how the business application system, Oracle UPK and Uperform function at the University. Plan a detailed accessible design, then program and test design aspects.

Problem Solving/Decision-making

This position requires strong analytical and organizational skills along with strong critical thinking and problem solving abilities. If the web applications 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. This requires a good understanding of system resources, web browser compatibility and programming capabilities in order to identify and resolve issues in a timely manner.

Strategic Impact

Actions and decisions in this job have discernible impact on the business applications supported by Oracle UPK and Uperform. Actions and decisions exert some impact to the long-term success of the content management application as well as other projects assigned to the WADM team. Errors reflect unfavorably on the individual, the functional area, overall business operations and potentially other functional areas.

Know How

Must have good communication, problem solving, and the ability to learn new skills and methods to work with customers, to be productive and establish trust. Strong time management skills, multi-tasking capabilities, attention to detail, and inter-personal skills are essential. This position requires the ability to work in a diversified team environment.

- Skills: business processes, instructional design, written communication, editing, proofreading, project planning/management, desktop publishing/design, database design, facilitation, presentation design and delivery, attention to detail, multi-tasking, working w/ others and flexibility.

Technical Know How:

This position must have knowledge and experience to develop, test, and debug new software or enhancements to existing software. Must be competent in application design, development, management and support processes.

Skills needed for RWD management are: Java, JavaScript, Flash, XML, XSL, .NET, CSS

Others: SAP, Microsoft Office Suite.

As needed: Macromedia Director, Fireworks, Dreamweaver, Flash

Interactions

Must have excellent verbal and written communication skills, the ability to work well within a team structure or independently, and the ability to assist customers at different skill levels. Ability to assist both business users and programming staff with different skill levels. 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.

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>		
									Intermittent	Constant	
Sit	0	1	2	3	4	5	6	7	8	<u>x</u>	_____
Stand	0	1	2	3	4	5	6	7	8	<u>x</u>	_____
Walk	0	1	2	3	4	5	6	7	8	<u>x</u>	_____
Drive Motor Vehicle	0	1	2	3	4	5	6	7	8		_____
Explain	_____										

2. THIS POSITION REQUIRES:

	Occasionally (less than 2 hrs daily)	Between 2 - 5 hrs daily	Over 5 hrs daily
Squatting	x		
Bending	x		
Kneeling	x		
Reaching			
➤ Overhead	x		
➤ Forward	x		
➤ Low	x		
Twisting	x		
Crawling			
Climbing			
➤ Ladder			
➤ Stairs			
➤ 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	CARRY=C	PUSH=P	PULL-PL
	Less than 2 hrs daily	Up to 2 hrs daily	Between 2-5 hrs daily	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:	Use of a computer mouse, may use hand held video equipment,		

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]

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]

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