



Classification: Senior Programmer Analyst (Specialist)

Title: Senior Programmer Analyst (Specialist)

Salary: \$5,824.00 - \$7,655.00

Permanent, Full-Time

Posted: June 29, 2016

THIS POSITION IS SUBJECT TO DEPARTMENT OF FINANCE/BUDGETARY APPROVAL

Not Your Average State Agency

The California Student Aid Commission (CSAC) is the principal state agency responsible for administering \$2 billion dollars in financial aid programs for students attending public and private universities, colleges, and vocational schools in California. Our Mission is to make education beyond high school financially accessible to all Californians.

We are located in Rancho Cordova in a great office complex near Zinfandel and Hwy. 50. There is plenty of parking and it is free!

Not Your Average IT Shop

The Senior Programmer Analyst (Spec) is a member of the Application Services Team. The team strives to ensure high quality systems are delivered that meet business objectives. We are searching for a motivated, self-starter, creative thinker with a positive attitude to join our team.

Can you work under pressure and come up with innovative solutions to new problems? Are you willing to work in a small team? Do you love learning new things and expanding your knowledge? If so, the Application Services Team might be the right fit for you.

About the System you'll support

The Grant Delivery System (GDS) is comprised of 17 separate applications, the oldest of which was developed 30 years ago. The Application Services team, with the help of other IT units, maintains and enhances these applications.

Additionally, the CSAC is planning the replacement of the legacy GDS with a new fully integrated system. As a member of the project, the Senior Programmer Analyst (Spec) will be provided an opportunity to work in a matrixed team and make a real difference in the project's success.

Highlights of the Job

- Performs a variety of tasks related to the analysis, design, development, testing, and implementation and maintenance of information technology services for CSAC.
- Interact with diverse technical and non-technical groups, spanning all organizational levels.
- Manage multiple projects with competing priorities simultaneously.
- Plan and prioritize work assignments to meet scheduled releases.
- Be a member of the project team on the Grant Delivery Modernization Project, which will replace the existing legacy system.

Minimum Qualifications

<http://www.calhr.ca.gov/state-hr-professionals/pages/1579.aspx>.

Preferred Qualifications

- Experience with working on IT projects involving system and business processes utilizing the Software Development Life Cycle (SDLC); particularly systems analysis, design, coding, unit testing, and integration testing phases.
- Ability to work under pressure, manage multiple priorities, meet deadlines, and make decisions.
- Demonstrate leadership skills including the ability to promote trust and credibility with customers and peers.
- Demonstrate ability to identify Technology Solutions to Improve Business Processes.
- Ability to readily accept the challenges of working in a constantly changing environment.
- Strong organizational and planning skills, including the ability to multi-task and adjust to changing priorities.
- Proficient in developing, ASP.NET Web Forms, MVC 4/5, C#, VB.net, Classic ASP, Entity Framework, LINQ, AJAX, JQuery, Bootstrap, JavaScript, CSS, TFS, XML, and XSLT.
- Ability to create design documents such as Data Modeling and UML diagrams.
- Proficient in writing SQL scripts and PL/SQL stored procedures.
- Knowledge of batch processing and experience with batch monitoring tools.
- Knowledge of mobile application development.
- Experience with writing system documentation.
- Familiarity with the latest IT technologies, tools, and methodologies.

Who Should Apply

Applicants must have current list eligibility for appointment to this class, currently a State employee who has transfer eligibility (transfers must meet the minimum qualifications for the advertised class, per CCR Rule 25)), or currently in a Senior Programmer Analyst (Specialist) position. All methods of appointments, including Training and Development (T&D) Assignments and all tenures and time bases will be considered. Appointment is subject to SROA/Surplus provisions. SROA and Surplus candidates are encouraged to apply. Surplus candidates must submit a copy of their surplus status letter.

All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the classification. To view the Minimum Qualifications, please go to <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx> and enter the classification code or classification title you wish to review. In addition, please attach all required supporting documents (i.e. transcript/diploma, license, and/or required certificate) to your application.

How to Apply/Final Filing Date

Please reference **RPA #15-098, JC-24082, Position # 270-701-1583-XXX, Senior Programmer Analyst (Specialist)**, in the 'Job Title' section on the application, Std. 678. Please clearly state basis for eligibility on your application (i.e., SROA, Surplus, Re-employment, reinstatement, transfer, list eligibility, or Training & Development Assignment). College transcripts may need to be submitted with your application, to verify the educational requirements of the class, if applicable. Please refer to the "minimum qualifications" to determine whether transcripts may be needed.

Applications and résumés will be accepted **Until Filled**, and can be submitted electronically through your CalCareer account at www.jobs.ca.gov, or

In Person
California Student Aid Commission
ATTN: Recruitment, Personnel Services
11040 White Rock Rd.
Rancho Cordova, CA 95670

or

By Mail:
California Student Aid Commission
ATTN: Recruitment, Personnel Services
P.O. Box 3210
Rancho Cordova, CA 95741-3210

Applications will not be accepted by fax or e-mail.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, ANCESTRY, COLOR, EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, DISABILITY (MENTAL AND PHYSICAL), GENDER, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), OR SEXUAL ORIENTATION OF ANY PERSON.

IT IS AN OBJECTION OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE. THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS



CALIFORNIA STUDENT AID COMMISSION

DUTY STATEMENT

I. Position Identification:

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|----------------------------|--|
| Employee Name: | Vacant |
| Classification: | Senior Programmer Analyst (Specialist) |
| Working Title: | Senior Programmer Analyst (Specialist) |
| Position Number: | 270-701-1583-XXX |
| Location: | Rancho Cordova |
| License/Other Requirement: | N/A |
| Date Prepared: | May 2016 |
| Effective Date: | TBD |

Function: *(Summary of Responsibilities)*

Under the general direction of the Senior Programmer Analyst (Supervisor) of the Application Services Team, the Senior Programmer Analyst works cooperatively with program units and the Project Management team, serving as a technical lead for the most complex and time-sensitive information technology (IT) projects. The incumbent is a lead programmer responsible for the design, development, and implementation of Web, desktop, server and mobile applications, including system databases and stored procedures.

Duties include:

- Act as a senior technical lead programmer in the analysis, design, development, testing, implementation and maintenance of programming solutions and enhancements
- Lead multiple complex projects and tasks to plan, design, develop, test, and implement new and enhanced Grant Delivery System (GDS)
- Conduct code analysis and systems design for software applications that support business customers.
- Develop programming logic, coding, test data, program testing, program documentation, production problem analysis, debugging and rapid correction
- Participate in the most complex projects.
- Act as a technical advisor/resource for IT staff and the business unit
- Create, modify and publish documentation

Provide leadership in identifying, investigating, and recommending opportunities to incorporate emerging technology tools, practices, and techniques to improve the efficient delivery of business functions.

Reporting Relationships:

Reports directly to: Senior Programmer Analyst (Supervisor).

II. Program Identification:

The California Student Aid Commission is responsible for administering financial aid programs for students attending public and private universities, colleges, and vocational schools in California. The Commission's central mission is to make education beyond high school financially accessible to all Californians.

As a valued member of the Information Technology Services Division team, you make it possible for the California Student Aid Commission's (CSAC) to improve by providing expert level consultation, being innovative, resourceful, and flexible, reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly, and with respect. Your efforts are important to each member of the team, as well as the students and schools we serve.

III. Essential and Non-Essential Job Functions:

Essential Functions:

Candidates must be able to perform the following functions with or without reasonable accommodations.

- 35% Senior technical lead programmer for the analysis, design, development, testing, implementation, and maintenance of programming solutions and enhancements. Lead multiple complex projects and tasks throughout the software development lifecycle (SDLC). Conduct code analysis and systems design for software applications that support business customers. Provide leadership in identifying, investigating, and recommending opportunities to incorporate emerging technology tools, practices, and techniques to improve the efficient delivery of business functions.
- 30% Application Development team member including the design, development, testing, and maintenance of client/server and web applications and database server procedures and packages in a project lead or team member capacity. The incumbent must maintain knowledge and understanding of technologies such as client/server development tools, configuration management, Structured Query Language, database design fundamentals, and testing techniques. In addition, the incumbent is expected to develop and maintain familiarity with concepts, components, and standards related to software structured programming and design, analysis methodologies and object-oriented technology.
- 15% Act as a technical advisor in determining and analyzing the information processing needs of users, establishing the feasibility of information technology system solutions, monitors, and implements systems and may assist in the evaluation of proposed new or modified information technology system hardware and software and the development, installation, and measurement of system programs. Maintains and enhances reports using Business Objects; provides mentoring and technical assistance in to customers for development support duties as required; prepares and maintains design documents; performs system testing to ensure an error-free release of software, coordinates the implementation of the new system with the user community to ensure a smooth delivery of the finished system.
- 10% Lead in the development of software development standards, procedures, and documentation used by the California Student Aid Commission to ensure consistent state government interoperability.
- 10% Provides technical assistance and production support.

Non-Essential Functions:

- 5% Other duties as required.

IV. ADA Requirement:

Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job due to a disability covered under the Americans with Disabilities Act

V. Physical Requirements:

Ability to operate and utilize office machines required to perform work tasks, such as copiers, faxes, calculators, personal computer, telephones etc. These job duties may require the incumbent to work under demanding conditions and irregular hours during peak periods. Requires sitting for long periods of time while using a personal computer or reviewing documents and working papers.

VI. Working Conditions:

Employee's work is to be performed within an office environment, and is equipped with standard or ergonomic office equipment, as needed. Attend meetings in designated conference rooms and be willing to travel to off-site meeting locations.

VII. Attendance:

Must maintain regular and acceptable attendance at such level as is determined in the Commission's sole discretion.

VIII. Signature

By signing this document, I acknowledge that I have read and understand all the requirements and information above and will receive a copy of this Duty Statement.

Applicant/Employee Certification of Essential Functions: I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel Office).

As an employee of the CA Student Aid Commission, I shall conduct business in a professional and ethical manner by demonstrating integrity, honesty, good judgement, courtesy, and respect at all times. I shall be sensitive to, and responsible for, the efficient, economical, and legal implementation of all business operations.

Employee Signature

Date

Supervisor Signature

Date

*Duties of this position are subject to change and may be revised as needed or required.