

Senior Systems Analyst/Programmer
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=146500>

Downloaded On: Oct. 27, 2020 5:51pm

Posted Sep. 16, 2020, set to expire Jan. 13, 2021

Job Title	Senior Systems Analyst/Programmer
Department	
Institution	Mt. San Antonio College Walnut, California
Date Posted	Sep. 16, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Information Technology
Apply Online Here	https://apptrkr.com/2001735

Apply By Email

Job Description

Senior Systems Analyst/Programmer

Position Number: 2013141095

Department: Information Technology

Job Category: Classified Unit A

Time (Percent Time): 100%

Term (months/year): 12 months/year

Current Work Schedule (days, hours): Monday - Friday: 8:00 a.m.-5:00 p.m.

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Salary Range: A-126

Salary: Steps 1 - 6: \$7,127- \$9,097 per month

Shift Differential: Shift differential eligibility based on the current collective bargaining agreement

Open Date: 09/14/2020

Initial Screening Date: 10/05/2020

Open Until Filled: Yes

Application Procedure:

Complete application packets will be accepted until the position is filled; however, those submitted by 11:59 p.m. (PST) on October 5, 2020, are assured consideration.

Applicants must submit all of the following materials online unless otherwise noted at [\[url=http://hrjobs.mtsac.edu\]](http://hrjobs.mtsac.edu)Mt.SAC Employment Website to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed resume that summarizes educational preparation and professional experience for the position.
4. Two (2) letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation).
5. If applicable, College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.

Health & Welfare:

The College contributes an annual premium up to the family coverage amount for Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans. Lifetime retirement benefits provided for eligible retirees.

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The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and National Benefit Services.

*Note Salary and Health & Welfare Benefits are subject to change

Basic Function/Overview:

DEFINITION

Under general direction, performs complex analysis, design, coding, testing, and documentation of computer applications for administrative and student systems related to application upgrades, new programming projects, and application enhancements; provides technical support of administrative and student systems applications.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned managerial personnel. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is an advanced journey-level professional classification responsible for defining, developing, and implementing new software systems and major enhancements to highly complex existing software systems. This classification exercises considerable independent judgment and initiative and collaborates with users and other technical staff through the lifecycle of assigned development projects. This class is distinguished from the Programmer/Analyst by the advanced technical work and the provision of technical instruction to lower-level staff. This class is further distinguished from the assigned managerial personnel by the latter's full management responsibility in planning, organizing, and overseeing all programming and development functions and activities.

Essential Duties/Major Responsibilities:

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

1. Provides technical support, analysis, and programming to ensure complete and appropriate use of the Districts administrative and student systems.
2. Reviews user needs and requests and develops proposed solutions for system enhancements;

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participates in the development of and ensures adherence to project schedules.

3. Confers with clients to develop program specifications for requirements not met by current systems; obtains information related to needs, objectives, functions, features, and input/output requirements; defines and documents requirements for data, workflow, logical processes, hardware and operating system environment, interfaces with other systems, internal and external checks and controls, and outputs.

4. Designs, develops, and implements application enhancements while ensuring adherence to standards and procedures for system development, database access, web-based development, change control, and reporting.

5. Assists in developing software and systems to optimize performance of relational database systems, application access, and enhance and support of web applications accessing relational databases.

6. Designs, develops, tests, refines, and implements software that supplements or integrates with system applications; customizes and maintains system objects as required.

7. Writes or modifies documentation describing program development, logic, coding, testing, changes and corrections, and installation and operating procedures.

8. Provides technical assistance by responding to inquiries regarding errors, problems, or questions about programs.

9. Trains users or technical support staff to use programs.

10. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

11. Performs other related duties as assigned

Other Duties:

Performs other related duties as assigned.

Knowledge Of:

Knowledge of:

State-of-the-art information systems as applied to large, complex administrative or educational organizational environments.

2. Principles and techniques of computer systems and software architectures.

3. OS-based platforms, including UNIX and AIX.

4. Programming languages, including but not limited to Pro*C, JavaScript, Oracle Forms, Shell Scripting, and PL/SQL.

5. Data warehousing, data modeling, ETL techniques, and Oracle Warehouse Builder.

6. Computer languages used for business and campus applications.

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7. Procedures of analysis and design, system development, and computer programming.
8. Use, capability, characteristics, and limitations of computer systems and databases.
9. Principles and procedures of record keeping.
10. Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.
11. English usage, spelling, vocabulary, grammar, and punctuation.
12. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

Skills and Abilities:

Skills and Abilities to:

Analyze informational requirements and needs, identify problems, provide technical advice and consultation and ensure efficient computer system utilization.

2. Analyze data and develop logical solutions to problems.
3. Perform programming in Pro*C, JavaScript, PL/SQL, and a variety of other languages.
4. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
5. Use English effectively to communicate in person, over the telephone, and in writing.
6. Understand scope of authority in making independent decisions.
7. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
8. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications/Education & Experience:

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in computer science, information technology, or a related field, and three (3) full time equivalent years of responsible network management, computer systems, systems analysis, or related experience.

Equivalencies:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

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Equivalent to graduation from a regionally accredited four-year college or university with major coursework in computer science, management information systems, or a related field, and four (4) years of experience in a large production environment, including two (2) full -time years of experience in AIX and/or Linux/UNIX operating environment, or similar environment.

Masters degree in computer science or directly related field will qualify incumbents for an increased pay grade.

Masters degree in business administration will qualify incumbents for an increased pay grade.

Preferred Qualifications:

License(s) & Other Requirements:

Examination Requirements:

Working Environment:

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or the public in interpreting and enforcing departmental policies and procedures.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

Hazards:

Conditions of Employment:

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made



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after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here:

[url=http://www.mtsac.edu/safety/pdf/ASR_2017.pdf]Mt. SAC Annual Security Report 2017

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

Typing Certificate Requirements:

Special Notes:

Please note: A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through the Office of Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [url=employment@mtsac.edu]employment@mtsac.edu.

DO NOT include photographs or any demographic information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

TRAVEL POLICY: Costs associated with travel in excess of 150 miles one way from residence for the purpose of an interview will be reimbursed up to \$500 maximum. Relocation costs will be borne by the successful candidate. Travel reimbursement claims (original receipts) must be submitted no later than 30 days following the interview date.

Foreign Transcripts:

Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis

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with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

Inquiries/Contact:

Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [\[url=employment@mtsac.edu\]employment@mtsac.edu](mailto:employment@mtsac.edu).

Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at [\[url=http://hrjobs.mtsac.edu\]](http://hrjobs.mtsac.edu)Mt. SAC Employment Website to complete and submit your application for this position.

Letters of Recommendation

Confidential letters of recommendation are not accepted for this position. All letters of recommendation must be uploaded to the application.

EEO Policy:

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual

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orientation, or the perception that a person has one or more of these characteristics.

Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

Cancel RTF Policy:

WE RESERVE THE RIGHT TO RE-OPEN, RE-ADVERTISE, DELAY OR CANCEL FILLING THIS POSITION.

THIS RECRUITMENT MAY BE USED TO FILL FUTURE VACANCIES.

To apply, visit [url=<https://apptrkr.com/2001735>]<https://hrjobs.mtsac.edu/postings/7787>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Mt. San Antonio College

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