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# YUBA COMMUNITY COLLEGE DISTRICT

*Human Resources Development and Personnel Services*

*Building 100A, Room 21*

*2088 North Beale Road, Marysville, CA 95901*

*TTY: (hearing impaired): (530) 634-7760*

*Visit our Web Site at: [www.yccd.edu](http://www.yccd.edu)*

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## CLASSIFIED RECRUITMENT - EXTENDED

**POSITION:** PROGRAMMER/ANALYST II

**DEPARTMENT:** INFORMATION TECHNOLOGIES

**FINAL FILING DATE:** FRIDAY, FEBRUARY 29, 2008 BY 12:00 NOON. (POSTMARKS ARE NOT ACCEPTED)

**LOCATION:** \*SCHEDULED TO BE ASSIGNED TO: YUBA COLLEGE

**SALARY:** \$4029 - \$4430/MO. (CSEA Salary Schedule, initial placement will not be higher than the above listed salary, the top step for this position is \$5623/MO.)

**COMMENCING:** As Soon As Possible

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**BASIC FUNCTION:** Under the direction of the designated supervisor, perform varied programming and operations tasks in accordance with standards and established procedures. Meet with system users to identify program requirements and develop specifications. Write programs in Unibasic, Envision, and Crystal Analysis. Develop data views and reports using the views as data sources. Learn the key processes and functions of one or more departments, in order to provide high quality support to the department's users through configuration, operation, program modification, and problem resolution related to administrative software used by the college.

**DISTINGUISHING CHARACTERISTICS:** The Programmer I classification provides basic support to the administrative computing system. Incumbents may also provide assistance to users. Incumbents assigned to the classification of Programmer/Analyst II provide more complex support to various users through configuration, operation, program modification and problem resolution. The Senior Systems Analyst classification provides leadership to all phases of systems software and hardware planning, maintenance, security and operation. The incumbents assigned to the Senior Systems Analyst classification perform difficult systems software analysis and security planning. The Senior Software Specialist classification provides difficult systems analysis, development and implementation tasks. The incumbents assigned to the Senior Software Specialist classification have the breadth and depth of knowledge to resolve the most complex application development.

### REPRESENTATIVE DUTIES:

- Design and develop/modify complex computer application programs and databases using a variety of 3rd and 4th generation programming languages including, but not limited to, Unidata Envision, Unidata Basic, Seagate Analysis and SAS. (E)
- Perform analysis for program modification requests and for new program requests. (E)
- Analyze and resolve or recommend solutions for technical problems that require advanced knowledge of software applications. (E)
- Install, configure, and test new/modified administrative software on administrative system minicomputer. (E)
- Create program documentation and update existing documentation as the program application changes. (E)
- Extract and report requested information according to District, user and governmental needs and requirements; meet with users to discuss and assess needs. (E)
- Create views and data stores from the college administrative database for use in end-user report applications. (E)
- Provide support to data processing technician and Programmer I. (E)
- Provide technical assistance to users with respect to administrative computerized processes. (E)
- Develop/deploy on-line procedural guides for end user processes utilizing administrative applications software. (E)
- Remain current on the development in information technology concepts, tools, techniques, and applications. (E)
- Maintain a record of work requests and completed tasks. (E)
- Other related duties as assigned. (E)

### KNOWLEDGE OF:

- Operating system commands and system functions that support program development and maintenance.
- Intermediate analysis of problems, researching connection between user activity, data combinations, and program functions and processes that produce inaccurate or undesirable results, to develop and test solutions to user problems.
- Data warehouse concepts including extraction and cleaning of data, structuring data for ease of analysis, and development of reports and OLAP cubes in support of business processes.
- Computer hardware and software concepts, systems, and procedures, including UNIX based enterprise servers and microcomputers with a variety of operating systems (e.g. Windows NT, 2000).
- Computer application programs, including word processors, spreadsheets, graphics programs, and desktop publishing programs, HTML authoring tools and techniques.
- Computer local area network (LAN) concepts; delivering administrative application functionality in a networked environment.
- Internet applications (such as email, web browsers, network news, and FTP).
- Oral and written communications skills.
- Interpersonal skills including tact, patience and courtesy.
- Program and operational documentation.
- Modern principles, practices and techniques of program design, development, testing, deployment and operation.
- Recent computer programming languages (for example, Colleague, Visual Basic, C, Java and UNIX shell scripting languages).
- Relational database concepts, tools, and techniques including the use of Structured Query Language (SQL), and ODBC.

### ABILITY TO:

- Learn the business processes of the college supported by the administrative computer applications, including admissions, registration, records, curriculum and scheduling, student accounts receivable, human resources, payroll and financial systems.
- Analyze the requirements of user departments to develop written statements of programming requirements.
- Research and test application configuration options that will more fully support the operational needs of the college administrative software users.
- Learn District organization, objectives, policies, and operations.
- Apply modern principles and techniques of computer system development to specific user needs and problems.

- Use designated computer programming and database query languages, learning new ones as necessary.
- Analyze system and program structures and data flows to isolate and remedy logic and coding errors.
- Research anomalies or errors in application functions to discover configuration, usage, or programming problems and develop recommendations for resolution.
- Work with user departments to develop written descriptions of requirements for application functions.
- Establish and maintain cooperative and effective working relationships with others.
- Extract, clean and format data for use in a data warehouse, including the development of complex data views.
- Develop complex reports and OLAP cubes for use by district staff.
- Use available resources to track problems and opportunities identified by other college administrative software users, to improve the reliability and effectiveness of Yuba College utilization of the application.
- Design, develop, implement and use computer databases.
- Write clear and concise system and program documentation.
- Work effectively with a diverse student/staff population.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: A Bachelor's degree in computer science or related field and two (2) years of experience in software design, development or maintenance. Work experience in software design, development or maintenance may be substituted for education; i.e., two (2) years of work experience equates to one (1) year of education.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid driver's license.

**ENVIRONMENT:**

- Office environment.

**PHYSICAL ABILITIES:**

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to view a computer monitor.

**REQUIRED DUTIES:** Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

**\* This position is anticipated to be assigned to Yuba College but may be assigned temporarily or permanently within the District.**

**IF YOU NEED REASONABLE ACCOMMODATION TO APPLY FOR THIS POSITION, please contact the Personnel Office at (530) 741-6975 OR TTY (530) 634-7760. Leave your name, mailing address, and a daytime telephone number and application materials will be mailed to you.**

**WORKING CONDITIONS: Categorically funded positions are contingent upon funding.** Smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.

**INTERVIEW: A candidate selected for interview will be required to visit Yuba College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.**

**FOREIGN TRANSCRIPTS:** Must include a U.S. evaluation and translation. Please contact the Office of Human Resources for a list of agencies providing this service.

**PRE-EMPLOYMENT REQUIREMENTS:** All Academic, Classified and Management employees shall be required to provide fingerprints to the District for the purpose of obtaining a criminal history as authorized by the California Education Code and all fees are the responsibility of the selected candidates.

**EQUAL EMPLOYMENT:** Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.

**PART-TIME (less than .60 FTE):** Part-time positions less than .60 FTE are not entitled to any District paid fringe benefits. The District does however; provide the employee prorated leaves including vacation, sick leave and paid holidays. Employees less than .50 FTE contribute to an Alternative Retirement System (Apple). Employees whose, FTE is between .50 and .60 contribute to the California Public Employees Retirement System (PERS).

**BENEFITS: The District provides health, dental, vision and life insurance for employee and dependents for positions whose FTE is .60 or higher.** The District and the employee contribute to the Public Employees' Retirement System, which is integrated with Social Security. **INITIAL PLACEMENT WILL NOT BE HIGHER THAN THE LISTED SALARY, STEP 3 OF THE CSEA SALARY SCHEDULE, ACCORDING TO THE CLASSIFIED POLICY AND PROCEDURES HANDBOOK.**

**APPLICATION PROCEDURE & DEADLINE: A District application and the Diversity Statement are required.** The application is available at the Human Resources Office, 2088 North Beale Road, Building 100A, Room 21, Marysville, CA 95901 OR TTY (530) 634-7760 OR visit our Web Site: [www.yccd.edu](http://www.yccd.edu). It is the responsibility of the applicant to insure that all application materials are received in the Personnel Office by **FRIDAY, FEBRUARY 29, 2008 BY 12:00 NOON.**

It is the sole responsibility of the applicant to ensure that all application materials are received by the application deadline date. All submitted materials become District property, will not be returned, will not be copied and will be considered for this opening only. Faxed, emailed or incomplete and/or late applications will not be forwarded for further consideration.

**PLEASE NOTE: OUR OFFICE IS NO LONGER SENDING OUT APPLICATION PACKETS. WE ARE NO LONGER ACCEPTING ANY FAXED MATERIALS – (APPLICATIONS, RESUMES, ETC.)**



**Personnel Services**  
**2088 North Beale Road**  
**Marysville, CA 95901**

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