

**PERALTA COMMUNITY COLLEGE DISTRICT - March 2018**

**CLASSIFIED JOB DESCRIPTION**

**APPLICATIONS SOFTWARE ANALYST  
(SEIU Local 1021 Salary Range 114)  
Job Code: 917**

**CLASS PURPOSE**

Under the supervision of the Director of Enterprise Systems and Services IT or designee, the Applications Software Analyst is responsible for the design, development, and maintenance of mission-critical, district-wide administrative software systems.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Responsible for all facets of the planning and design effort for administrative applications which includes working with the function teams to gain an understanding of the development requirements, providing oversight for design, and ensuring quality and standards meet defined expectations.
- Work on projects as directed; oversight and/or development of the functional/technical specification and preparation; development and testing of programs; supporting proposed customizations and upgrades, and ensure quality and expectations of deliverables are met.
- Proactively seeks to identify institutional needs for electronic delivery of services/data, and for business process reengineering, identifies and convenes user groups.
- Identifies the most appropriate technologies for projects. Creates functional specifications for new or modified systems, and obtains user buy-in.
- Provides work scope, task decomposition and effort estimates so that projects can be prioritized and scheduled.
- Designs and implements applications, separate or as part of a team. Respects coding and documentation standards; and develops standards for new technologies. Trains team members on standards.
- Creates and executes test plans.
- Manages product delivery schedules and ensures deadline satisfaction.
- Trains users in the use of new or existing applications. Encourages technological competence and confidence throughout the institution.

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- Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

1. Completion of a Bachelor's Degree from an accredited college or university in computer information systems or a related field AND two (2) years of experience in the development of mission-critical applications;

OR

2. Six (6) years of experience in the development and maintenance of mission-critical enterprise-wide administrative software systems;

OR

3. Any combination of education and relevant work experience that would likely provide the knowledge, skills and abilities to perform the duties of the position.

4. Knowledge of principles and methods of systems analysis.

5. Knowledge of COBOL and at least one object-oriented language.

6. Skill in preparing clear and concise program documentation, user problems, reports or work performed, and other written material.

7. Ability to analyze, design, code, test and document.

8. Ability to communicate effectively, both oral and written.

9. Ability to Establish and maintain effective working relationships with those contacted in the course of work.

10. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

**DESIRABLE QUALIFICATIONS**

- Five (5) years experience with application development and implementation, preferably in an educational environment, including Enterprise Resource Planning (ERP) applications software, (e.g., Oracle/PeopleSoft Human Resources, Financials, and Student Administration systems) or related systems.
- Experience with PeopleSoft technologies in application development, security, and integration.
- Experience with relational database systems (e.g., Oracle/PeopleSoft, DB/2, Sybase, SQL Server, etc.) and data base administration (DBA) support and application optimizing.

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- Experience with web development tools and/or products, such as PeopleCode, HTML, JavaScript, ASP.NET, XML, etc.; and experience in SQL/SQR, Crystal, Cognos, and Oracle Business Intelligence.
- Experience with reporting tools and languages such as SQL/SQR, Crystal, Cognos, and Oracle's Business Intelligence.
- Experience with legacy systems, data warehousing, ERP implementation.

**OTHER CRITERIA**

- Occasional work after hours and on the weekend.

**ENVIRONMENTAL DEMANDS**

- Occasional work performed alone
- Constant work around and with people

**PHYSICAL REQUIREMENTS**

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

**TOOLS AND EQUIPMENT USED**

- Standard Office Equipment.

Revised: N/A