### Posting Details

**Position Title:** Systems Analyst-Web Programming-Reposted-First consideration date 04/17/14

**Request Type:** Vacancy

**Posting Date:** 04/10/2014

**Application Deadline:** Open Until Filled

**Open Until Filled:** Yes

**Transfer Requests and Application Due By:**

**Salary**

$27.20/hr (Range 70)

**Location:** Madison-Truax

**Department:** Technology Services

**Employment Conditions:** This position is covered by the provisions of a collective bargaining agreement, including a fair share clause. Madison College provides a generous benefits package. The employee selected will serve a twelve (12) month probationary period. This posting will be used to fill similar vacancies that occur within three months of the closing date.

Hours: This is a full-time, 38 3/4 hours per week, 52 weeks per year positions: Monday – Friday: 8:00 am – 4:15 pm.

Flexible as needed with evening and weekend hours required. However,
The Systems Analyst/Web programmer focuses on the day-to-day administration, support and development of our Madison College website and other PHP based applications. This position supports production incidents, works with business customers to elicit requirements, produce functional and technical specifications and creates appropriate business process documentation. Based on requirements and business process documentation, this position improves, modifies and or develops solutions that improve matcmadison.edu.

This position is expected to perform highly complex technical programming in an agile environment and will also analyze administrative needs, define requirements, design and document application changes. Our web content management system is Drupal and application development requires expert knowledge of PHP.

The position works closely with Administrative application peers and reports to the Director of Administrative Applications.

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<tr>
<th>Essential Duties:</th>
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<tr>
<td>The following duties are typically expected of this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.</td>
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<tr>
<td>1. Performs analysis for System Design:</td>
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<td>• Interviews prospective system users to determine the feasibility and requirements of system requests.</td>
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<td>• Analyzes the results of the feasibility and requirements discussions and proposes a general system design.</td>
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<td>• Documents the feasibility requirements and general system design to meet department standards.</td>
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<td>• Identifies iterative development timeline.</td>
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<td>• Secures appropriate sign-off prior to proceeding to assure work done to date will meet user needs.</td>
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<td>2. Performs analysis for application troubleshooting:</td>
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<td>• Communicates with customer to accurately understand and define the functional problem.</td>
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<td>• Utilizes state-of-the-art skill sets to translate the functional problem into a clearly documented technical issue.</td>
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<td>• Creates a thorough and accurate technical specification that identifies the problem and recommended solution in both functional and technical terms.</td>
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<td>• Ensures all project documentation is written to meet the standards of the department.</td>
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<td>• Prepares the communications necessary to keep Project Manager and customer informed of issue status.</td>
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<td>3. Acts as programmer for system design, application troubleshooting and maintenance:</td>
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<td>• Writes application programs/customizations as required to complete the technical specification or project request.</td>
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<td>• Breaks down into manageable parts when appropriate and discusses with management, the assignment of staff.</td>
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<td>• Completes manageable parts in a logical and timely manner.</td>
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<td>• Ensures that all design documentation is complete and meets the standards of the department.</td>
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<td>4. Structures and completes testing:</td>
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<td>• Structures and implements both functional and technical test plans to ensure the successful and accurate completion of the specification.</td>
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<td>• Updates previous and writes remaining documentation prior to implementation to meet the standards of the department.</td>
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<td>• When appropriate, structures and provides user training.</td>
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</table>
| • Secures appropriate sign-off prior to implementation to ensure
5. Maintains professional credentials:
   • Performs self-study related to various phases of systems and programming to ensure maximum professional expertise.
   • Performs self-study of latest PHP language and syntax maintaining a high level understanding of all applications.
   • Maintains an in-depth understanding of latest web services technologies.
   • Maintains a technical awareness of new developments in the field through individual contacts and technical reading to stay abreast of the latest technologies.

6. Demonstrates a commitment to the College values of excellence, respect and integrity.

### Knowledge, Skills, and Abilities

1. Practical understanding of the application development lifecycle process.
2. Practical understanding of project management.
3. The ability to investigate and analyze information in order to draw conclusions and understand the complex interrelationships between systems and the district-wide impacts of any changes.
4. Demonstration of critical thinking during stressful situations involving the need for rapid and accurate problem resolution.
5. Ability to utilize programming tools available to determine root causes of critical issues.
6. Demonstrated knowledge of object-oriented application development.
7. Demonstrated knowledge of both SQL and PHP.
8. Considerable knowledge of the latest developments in computer-based systems, including database management and programming languages.
9. Ability to direct and communicate effectively with other employees in the analysis of major and/or complex administrative application systems.
10. Ability to work and communicate effectively, both orally and in writing, with departmental administrators involving educational administration problems.
11. Demonstrated skill in communications and human relations with populations of diverse socioeconomic and cultural backgrounds and persons with disabilities.

### Qualifications:

1. Associate degree or two-year technical certificate from an accredited institution in computer science, management information systems or closely related field or two years (4,000 hours) of an equivalent combination of education and work experience directly related to the skills required for successfully performing this position.

   **Experience used as an equivalent of an educational requirement is in addition to any experience required by the position.**

2. Experience in a web based application development lifecycle process, PHP exposure is preferred.
3. Six months of computer programming experience.
4. The successful candidate must demonstrate a practical understanding of project management, the ability to investigate and analyze information in order to draw conclusions, critical thinking and object oriented application development.

### Special Instructions to Applicants:

**Position Type:** Support Staff

**Recruitment Strategy:** External
Applicant Documents

Required Documents

1. Cover Letter
2. Resume

Optional Documents

1. Other Document
2. Transcripts
3. Optional Document 1
4. Optional Document 2
5. Optional Document 3
6. Optional Document 4
7. Optional Document 5

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about employment opportunities with us?
   - Madison College Matters
   - Madison College website
   - Capitol City Hues
   - Careerbuilder.com
   - Chronicle of Higher Education
   - Higher Ed Jobs.com
   - Inside Higher Ed
   - La Communidad
   - LASUP listserv
   - LUCHA listserv
   - Madison Newspapers
   - Madison Times
   - UMOJA
   - Wisconsin.gov
   - Indeed.com
   - Other

2. If you selected ‘other’ for how you heard about this employment opportunity, please explain below.
   
   (Open Ended Question)

3. *Do you have experience in a web based application development lifecycle process?
   
   (Open Ended Question)

4. *Please explain your experience with PHP.
   
   (Open Ended Question)