## Senior Systems Analyst-PeopleSoft Campus Solutions

### Posting Details

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Senior Systems Analyst-PeopleSoft Campus Solutions</th>
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<tbody>
<tr>
<td>Request Type:</td>
<td>Vacancy</td>
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<tr>
<td>Posting Date:</td>
<td>04/18/2014</td>
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<tr>
<td>Application Deadline:</td>
<td>05/08/2014</td>
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<tr>
<td>Open Until Filled</td>
<td></td>
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<tr>
<td>Transfer Requests and Application Due By:</td>
<td>05/08/2014</td>
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<tr>
<td>Salary</td>
<td>$32.93/hr (Range 90)</td>
</tr>
<tr>
<td>Location:</td>
<td>Madison-Truax</td>
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<tr>
<td>Department:</td>
<td>Technology Services</td>
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**Employment Conditions:**

Madison College offers a generous benefit program including health and dental benefits. 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, schedule is subject to change by the supervisor.
Organizational Function and Responsibilities:

This position focuses on the day-to-day administration, support and development of PeopleSoft Campus Solutions and other enterprise applications. This position supports production incidents, produces functional and technical specifications and creates appropriate business process documentation. Based on requirements and business process documentation, this position will identify and deploy solutions that leverage PeopleSoft and other technologies to improve operational effectiveness via improved service quality and efficiency.

This position serves as point of contact for day-to-day application issues. This position elicits and documents requirements and translates them into a business solution. This process will require both an in depth understanding of the business need, Campus Solutions and emerging technologies. This position may lead and coordinate the design, development, and implementation of small to mid-sized business solutions. This position will also be responsible for usability, quality assurance and testing activities required to maintain business solutions.

This position reports to the Director, Administrative Applications.

Essential Duties:

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.

1. Designs and develops business automation solutions:
   a. Identifies and documents business requirements.
   b. Collaborates with peers and stakeholders to develop innovative automation solutions that meet organizational objectives.

2. Conducts usability tests, revising requirements, specifications and business solutions as necessary.

3. Maintains appropriate architectural documentation:
   a. Maintains application environment in a dynamic documentation tool.
   b. Maintains key tools to support applications work in a dynamic repository.
   c. Maintains the consistency of the SIS environment according to standards.
   d. Effectively manages the risks associated with the existing SIS environment.
   e. Participates in the maintenance and management of the SIS Architecture

4. Provides consultation and advice on emerging issues and developments:
   a. Assesses client requests for needs and requirements.
   b. Works with internal Technology Services and other teams on SIS environment architectural issues.
   c. Provides guidance to clients or service partners on application strategies based on existing model, architecture, standards and market opportunities.
   d. Independently proposes new designs and direction for the College's SIS environment.
   e. Mentors/coaches application and integrations peers and development teams on best practices in design, development and maintenance/support.

5. Supports and maintains complex applications for all of the Madison College District (System-Wide):
   a. Independently elicits application development and integration requirements using interviews, document analysis, requirements workshops, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, task and workflow analysis.
   b. Critically evaluates information gathered from multiple sources, reconciles conflicts, decomposes high-level information into details, abstracts up from low-level information to a general understanding and distinguishes user requests from the underlying true needs/requirements.
c. Interprets customer business needs in higher education and translates those needs into technical and operational requirements.

d. Independently translates requirements into a technical application design and integration design concepts and makes appropriate decisions.

e. Assesses the impact and risk of requests and changes to the overall Madison College SIS environment.

f. Aligns requirements to specified Madison College architecture model, framework, policies and standards.

g. Maintains confidentiality and sensitivity of data, systems and security according to mandated requirements, such as HIPAA, PHI, PII, FERPA, PCI, etc.

h. Follows the maintenance cycle established for all SIS components.

i. Works with SIS Applications Architect to gain support for architecture and design concepts as well as aligning the risks with leadership’s risk tolerance.

6. Builds, tests, and deploys complex application solutions for all of the Madison College District (System-Wide):

a. Performs the functions of architect, designer, programmer and project manager for the implementation of solutions.

b. Performs quality assurance activities including the development and execution of all test plan types: unit, system, regression and performance testing.

c. Guides and provides direction to ensure team members are doing work according to operational processes and standards.

d. Configures and tunes developed solutions for efficient use.

7. Resolves issues working directly with customers, peers and third parties:

a. Troubleshoots and problem-solves to focus on identifying and resolving root causes and translating the root cause solutions into modified business processes, functional specifications and technical specifications.

b. Establishes controls, monitoring and other automated alert processes to prevent problems from occurring.

8. Manages the prioritization of work on simultaneous projects:

a. Works on multiple projects at the same time.

b. Interprets technical design concepts and translate into project activities at the level of detail necessary to accurately manage each project.

c. Coordinates and executes assigned activities and deliverables to ensure project timelines are met.

d. Serves as the conduit between the customer community (internal and external customers) and the technical team.

e. Applies project management methodology to projects – managing project tasks, change orders and project issues on a daily basis to meet agreed deadline.

9. Maintains expertise in Campus Solutions, emerging applications development and support, and SDLC technologies:

a. Maintains a technical understanding of emerging application technologies.

b. Maintains an understanding of the application of technology in other organizations in order to maintain the pace of innovation at Madison College.

c. Identifies and attends professional training sessions and workshops to increase knowledge in related areas.

d. Reviews trade and vendor publications as needed to maintain expertise in available products and technologies.

e. Constantly reviews and update the College’s application architecture model and framework due to emerging innovations.

f. Shares knowledge and trains internal staff on key technology trends and best practices.

10. Instructs, guides, and reviews technical work of peers and other staff.

11. Demonstrates a commitment to the college values of excellence, respect and
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<th>Knowledge, Skills, and Abilities</th>
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<tr>
<td>1. Ability to think strategically and system wide.</td>
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<td>2. Ability to design and architect application solutions for the entire Madison College District (System-Wide).</td>
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<td>3. Ability to assess risk and develop contingency/mitigation plans.</td>
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<td>4. Skilled in systems analysis, development, design, implementation and deployment.</td>
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<td>5. Ability to define, implement, document and test system integrations between enterprise level applications.</td>
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<td>6. Ability to independently make decisions.</td>
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<td>7. Demonstrated ability to lead the process of innovating change.</td>
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<td>8. Demonstrated ability to translate business needs into technical solutions that improve service quality and efficiency while meeting business objectives.</td>
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<td>9. Demonstrates a clear and succinct writing style for the purpose of developing and completing correspondence and project documents.</td>
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<td>10. Strong communication, presentation, persuasion and documentation skills.</td>
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<td>11. Ability to work effectively with members of diverse technical and functional teams.</td>
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<td>12. Demonstrated understanding of elicitation and requirements gathering techniques.</td>
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<td>13. Knowledge of the latest developments in technology, including knowledge of emerging application technologies, integration technologies, application architecture frameworks and models, and application development and programming.</td>
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<td>14. Professional maturity demonstrated by working as part of a collaborative team to meet business objectives in an innovative way that encourages creativity and participation of all team members.</td>
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<td>15. Ability to solve complex problems, defining root causes, improving systems and establishing preventive measures for the future.</td>
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<td>16. Ability to translate complex technical concepts into plain English for management and staff outside of information technology to understand.</td>
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<td>17. Ability to maintain the sensitivity and confidentiality of data and systems architecture environment.</td>
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<td>18. Ability to work with Madison College senior management, Deans and Executive Team.</td>
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<td>19. Demonstrated project management skills with PMI certification preferred.</td>
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<td>1. Bachelor’s degree from an accredited college or university in computer science, management information systems or a closely related field; or four years (8,000 hours) of an equivalent combination of education and work experience directly related to the skills required for successfully performing this position.</td>
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<td><strong>Experience used as an equivalent of an educational requirement is in addition to any experience required by the position</strong></td>
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<td>2. Two (2) years (4000 hours) progressively responsible hands-on programming and design experience in Oracle PeopleSoft Campus Solutions. This experience must include experience with:</td>
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<tr>
<td>a. Oracle PeopleTools technologies including Application Engine, PeopleCode, SQR, COBOL; and,</td>
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<td>b. Web technologies (JAVA, HTML or other web development language).</td>
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### 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. *Please describe your specific experience in Oracle PeopleTools technologies, including Application Engine, Peoplecode, SQR, COBOL.*
   
   (Open Ended Question)

2. *Please describe your specific experience in Microsoft SQL.*
   
   (Open Ended Question)

3. *Please describe your specific experience in Web Technologies (JAVA, HTML or other web development languages).*
   
   (Open Ended Question)

4. *Please describe your specific experience in elicitation and requirements development techniques.*
   
   (Open Ended Question)

5. *Have you completed Oracle People Tools 1 and 2 formal training? When?*
   
   (Open Ended Question)
6. *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

7. If you selected ‘other’ for how you heard about this employment opportunity, please explain below.

   (Open Ended Question)