Natural Resources, Department of

Community Assistance Oracle System (CAOS) Manager

Job Announcement Code(s): 17-00322

County(ies): Dane
Classification Title: / JAC: IS SYSTEMS DEVELOPMENT SRVCS SR 17-00322
Job Working Title: Community Assistance Oracle System (CAOS) Manager
Type of Employment: Full Time (40 hrs/week)
Salary: Starting annual salary is $50,918 - $79,040 per year commensurate with experience. Pay range 07-34 This is a non-represented position. Pay on appointment for current or former state employees may vary and will be based on transaction type and the provisions of the State Compensation Plan. A 12 month probationary period is required.

Contact: Andrea Augle, HR Specialist, 414-263-8567, andrea.augle@wisconsin.gov
Bargaining Unit: Non-Represented
Area of Competition: Open
Deadline to Apply: 2/19/2017

Applications must be complete and finalized before 11:59pm CST on the deadline date. Incomplete materials will not be accepted.

Assessment Information: 13372 - 219 IS SYSTEMS DEVELOPMENT SRVCS SR

Preview Assessment

The Department of Natural Resources (DNR) is currently filling an IS Systems Development Services - Senior within the Division of External Services, Bureau of Community Financial Assistance. This position is stationed in the Central Office at 101 S. Webster Street in the heart of downtown Madison, near the state capitol, the Madison Metro bus route and the Capital City bike path. There are tons of nearby restaurants and shopping venues. Madison is consistently ranked highest among the Top 100 Best Places to Live!

In addition to many appealing benefits, the DNR offers a fun, casual work environment, flexible scheduling (depending on the position), and opportunities for career development. The DNR is an inclusive, diverse agency that prides itself on commitment to sustainability and giving back to the community by participating in fund raisers for charities. Come join the Department of Natural Resources where you can contribute to rewarding and meaningful work! Additionally, you may be eligible for the Public Service Loan Forgiveness Program! Click here, for additional information about State Government positions.

Position Summary:
This position is considered the Bureau of Community Financial Assistance (CFA) Grant Database (Customer Assistance Oracle System - CAOS) Expert working with over 40 grant programs. Position
Responsibilities include resolving DNR customer problems; routine database maintenance; periodic enhancements, including database generated document changes; and streamlining or unification of existing grant programs. This position is responsible for leading, planning and facilitating all development project phases and business process reengineering studies, to bring CAOS, and needed CFA Grant Programs into a unified automated online system as warranted. Position is responsible for integrating system development requirements to ensure CAOS meets Grants Program and other Department programs’ business needs while working with other Department Information Systems staffs. This position also works closely with and serves as back-up to the CFA Environmental Loans Oracle System (ELOS) File Manager. This position is also responsible for collaborating with the Environmental Loans efforts to modernize the Oracle based data management system currently in use and ensuring that it will be compatible with CAOS.

**Special Notes:** The successful candidate for this position is required to pass a criminal background check prior to appointment.

**Qualifications:** Minimally qualified applicants will have:

- Proficiency in relational database management, creation and maintenance including Oracle databases and PL/SQL procedures and packages.
- Knowledge of systems development life cycle techniques such as user interview, data collection, advanced systems analysis and design techniques, cost/benefit analysis, system testing/debugging techniques and system documentation techniques.
- In-depth knowledge of information systems analysis, business requirements, developing and implementing workflow processes.
- In-depth knowledge of project management techniques (i.e. Agile Methodology) that include leadership, continuous quality improvement, self-directed work teams, meeting management, personnel skills, delegation, user interaction and the planning and scheduling process.

Well qualified candidates will have:

- Proficiency in Oracle Forms and Reports or similar software package such as .Net.
- Experience developing and conducting training (e.g. Training new staff on new software or enhancement, Development of information pages such as “Frequently Asked Questions”, “How to Steps” and general information related to project, Tutoring and training new staff members, etc.)
- Ability to communicate effectively to both technical staff and non-technical staff, including managers, both verbally and in writing.

**How To Apply:**

To apply for this position, click “Log In” to access your existing account or to create a new account if you do not already have an account in the system. After you have logged in, click “Apply Now.” You will be asked to provide your personal information and attach a customized resume and cover letter that addresses the required qualifications above (incomplete applications will not be accepted).

Application materials will not be accepted if received in an email, as a hard copy or a fax. If you have any questions regarding Wisc.Jobs or need assistance using the system, please contact Andrea Augle at 414-263-8567 or Andrea.Augle@wisconsin.gov during normal business hours.
Your submission will be evaluated by one or more job experts. Most qualified candidates who are deemed eligible will be invited to participate in the next step of the selection process where vacancies exist. Please address questions regarding the application process to the HR contact above.

**Deadline to apply is at 11:59 p.m (CST) on February 19, 2017.** Women and minorities are encouraged to apply.