



Office of Human Resources &amp; Employee Relations

**ANNOUNCEMENT OF CLASSIFIED POSITION**

**POSITION:** Programmer Analyst (2 Positions) FT, 12 mos

**WORK SCHEDULE:** Monday – Thurs: 7:30am-5:00pm  
Friday: 7:30am-11:30am  
(Hours not to exceed 40 hrs per week. Exact work schedule to be determined by supervisor based on department needs and college hours of operation.)  
*\*Telecommuting may be an option for those outside local geographic area. And some travel may be required.*

**SALARY:** Range 26, \$5,582.98/mo. + benefits

**DEADLINE:** July 13, 2018

**START DATE:** TBD

**BASIC FUNCTION:**

Under the direction of the Manager, Enterprise Applications & Development, incumbent will design and develop enterprise applications, programs and/or utilities to facilitate: District management information system reporting, security, data warehousing, and system requirements; design and develop computer programs to augment database system operations and correct computer and database system problems; application administration and remediation; design, develop, document, test and implement programs as required; and perform other related duties as assigned.

**REPRESENTATIVE DUTIES:** *E = indicates essential duties of the position*

- Use District data element dictionary in developing programs to prepare MIS reports as required (E)
- Design and develop programs to augment Ellucian Banner database(s) utilization and to facilitate District business processes as requested (E)
- Work with the Oracle and Ellucian Banner computer systems to extract required information as part of program development and implementation (E)
- Develop and maintain program specific documentation; including program operating procedures; prepare documentation to accompany all programs and program changes, documenting dates and specific nature of design/change to all code developed/modified (E)
- Maintain system code and configurations associated with District database and MIS systems and update programs and parameters and client access and usage procedures as required (E)
- Perform data extractions, migrations, back ups, merges, and integrations and prepare reports as required
- Design and develop programs to facilitate automated workflow systems as required (E)
- Recommend improvements to District systems, programs and utilities as needed
- Analyze and recommend new or modified computer applications (E)
- Conduct operational efficiency studies on programs and software applications used for database systems and other District systems (E)
- Interact with District personnel as required to provide database and management information system program and operational information; provide documentation and assistance to program and system users
- Learns and implements software provided by outside vendors (E)
- Design, develop, and augment GUI forms utilizing the Oracle Developer suite
- Design, develop, and implement web applications for District systems
- Perform related duties as assigned

#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation with a Bachelor of Science degree in Computer Science, Information Technology, or related discipline, and two years' experience in relational database systems programming (preferably Oracle) and UNIX/LINUX. Year-for-year full time experience can be substituted for degree requirement.

#### **KNOWLEDGE OF:**

- Relational database design, development and programming methods
- Database programming, documentation and technical support
- System requirements analysis, program requirements analysis and documentation
- District organization, operation, policies and objectives
- District MIS reporting requirements and data element dictionary
- Data processing, report production and technical documentation
- Programming languages including: SQL and PL/SQL, C or C++ or Java, HTML, XML, JSP or ASP or .net
- Beneficial languages COBOL, UNIX/LINUX shell scripting, Groovy, Grails, and Visual Basic
- Basic networked computer systems and operation
- Automated workflow models
- Oracle and UNIX/LINUX
- Database program problem identification and problem solving techniques

#### **ABILITY TO:**

- Design, develop, implement, test and document relational database programs and utilities, data processing system programs and utilities, and other computer programs and utilities as required
- Identify and isolate database and system program problems and implement and document solutions
- Develop programs and utilities to augment UNIX/LINUX and Oracle systems, as well as District database applications, including Ellucian Banner, as directed by Manager
- Establish, maintain and document database and systems program operational and usage procedures
- Interact with District personnel to provide functional database and system services, such as systems requirements analysis and database program requirements analysis, and information on how to operate programs, queries, and forms
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative working relationships with professional contacts
- Plan and organize work
- Maintain knowledge of current technological advances pertinent to relational database programming and computer systems programming

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Not applicable – no permanent full-time staff to supervise.

**CONTACTS:** Co-workers, 3<sup>rd</sup> party technical support, vendor/developer support services, other departmental staff, and colleagues from other educational institutions.

#### **PHYSICAL EFFORT:**

- Requires the ability to exert some physical effort, such as walking, standing and light lifting
- Minimal dexterity in the use of fingers, limbs and body in the operation of office equipment
- Tasks require extended periods of time at a keyboard
- Requires the ability to maintain effective audio-visual discrimination and perception required for communicating with others

#### **WORKING CONDITIONS:**

- Indoors, office/computer center environment.

## APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, all of the following documents must be submitted no later than 4:30 p.m. on the deadline date.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College *Classified Application*
2. Cover letter addressing your interest and qualifications
3. Résumé
4. Transcripts: College level coursework or a degree **IS** required in the job announcement under “Education and Experience”:
  - a. Submit transcripts of all college-level coursework as required (unofficial transcripts or photocopies will be accepted to establish the application file).
  - b. No copies of degree/diplomas will be accepted as proof of college education.
  - c. Official documents will be required if the candidate is offered the position.
  - d. If “coursework” requirement is satisfied from a non-traditional college setting, submit photocopies of certificates earned that apply to the position only.

The application must be filled out completely and signed. Do not indicate “See Résumé” on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

---

---

Application forms are available on the AVC web site [www.avc.edu](http://www.avc.edu) or from the Human Resources Office and must be returned to:



Office of Human Resources  
3041 West Avenue K  
Lancaster CA 93536  
(661) 722-6311

**Faxed or emailed materials cannot be accepted.  
Unsolicited materials will not be included. Postmarks will not be accepted**

A selection committee will screen applications of candidates meeting minimum requirements. Meeting minimum requirements does not assure the applicant of an interview. Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

---

---

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

**AVC IS AN EQUAL OPPORTUNITY EMPLOYER**