



Office of Human Resources
California State University, Bakersfield
37 ADM
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Bakersfield, California 93311-1022

(661) 654-2266
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JOB ANNOUNCEMENT

POSITION: NO. 1289 (Please use the position number when applying)
ANALYST/PROGRAMMER – Career Level

Three (3) full-time, temporary positions are available in Administrative Computing Services and ends on June 30, 2008. Any continuation beyond June 30, 2008 will be dependent upon available funding and performance.

Incumbents will be assisting in the support of the Student Administration systems, related third party applications, associated databases as needed, and assigned a specific focus on one of the following PeopleSoft modules: Student Records and Academic Advising; Financial Aid and Student Financial; or Admissions and Student Records.

DUTIES: Under the general direction of the Director for Administrative Computing Services, the Analyst/Programmer will provide technical support in the implementation and maintenance of the University's administrative computing systems. Incumbents will be responsible for the application development and the implementation of application programs in Oracle/PeopleSoft databases to meet user business needs and campus information needs. Duties will include, but are not limited to the following:

- Assists the Student Administration technical leads in the implementation and support of their assigned PeopleSoft modules (Student Records and Academic Advising; Financial Aid and Student Financials; or Admissions and Student Records) using PeopleTools, SQR, Oracle products and query tools.
- Works with technical and functional leads and users in determining project requirements, develops technical specifications and prepares documentations using CMS and campus development standards.
- Assists in various implementation tasks of data conversion, interfaces development and report writing including testing and debugging.
- Other duties as assigned.

QUALIFICATIONS: Bachelor's degree in Computer Science, Information Technology or related field. Additional related experience may be substituted for up to 2 years of the college education on a year-for-year basis. Two years of working experience in a related field is required. Experience working in a higher education environment supporting Oracle PeopleSoft, SQL-based applications, or other enterprise computing systems is preferred. Analytical problem solving and excellent written/oral communication skills are also required. Incumbent must be a team player with sufficient interpersonal skills to maintain a cooperative and productive working relationship with university colleagues, administrators, faculty, and staff. Must have the ability to handle multiple projects, meet deadlines, prioritize and organize various projects, and work both independently and as a team member.

It shall be the policy of the CSU in filling vacant CSUEU bargaining Units 2, 5, 7 & 9 positions to fill such vacancies from among qualified individuals currently employed on-campus except when it is determined that it is necessary to appoint outside applicants to meet campus workforce diversity goals or to provide specialized skills and abilities that are not available from current employees.

It is the policy of California State University, Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

SALARY: \$4,275 - \$5,000 per month, dependent upon qualifications and experience.

FILING DEADLINE: For maximum consideration, application materials must be received by October 26, 2007. However, the position will remain open until filled.

APPLY TO: All applicants (*including those on campus*) must apply to the Office of Human Resources with an official Cal State, Bakersfield application along with the names of three professional references and a copy of degree/transcripts, to receive consideration.

Official Cal State Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the HR website at www.csub.edu/BAS/hr/nonfacem.shtml. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled. Upon submission, all application materials become the exclusive property of Cal State Bakersfield and will not be copied or returned.

tea: 10/12/07
BK001:1005-PeopleSoft:531:0400