

**CLASS SPECIFICATION**  
**Applications Development Analyst V**

FLSA Status: Exempt  
EEOC Job Category: Professionals  
Union Representation: UnRepresented

**GENERAL PURPOSE**

Under the direction of the Director, Applications Development and Support, provide senior level technical/functional production support for PeopleSoft Student and Financials Systems which also includes cross training of staff. This also involves troubleshooting and solving production issues, aiding the functional staff in utilizing the system more efficiently and providing technical support for upgrades, modifications or reporting needs from campus users. This position will work as an integrative team member with both technical and functional staff and also be key resource in providing the analysis and delivery of the data from the data warehouse.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Troubleshoot Student and Financials Systems production issues, resolve PeopleSoft trouble tickets, and provide functional/technical training as needed to staff.
2. Determine enhanced system features desired, reports needed, and scope effort. Responsible for keeping up-to-date on upcoming features in new releases as well as designing means to incorporate these features into the campus system.
3. Research and provide functional/technical campus solutions to areas within Student Administration and financials which need improvement. Direct the application functional staff and technical staff to provide new features fit/gap analysis, specification preparation, development, testing and preparation of time/cost estimates for proposed customizations and project activity.
4. Provide system design, analysis with portal, data warehouse, and additional self service features available in PeopleSoft. Ensure data quality for all campus reporting via MIS report needs.

5. Track PeopleSoft delivered changes made to Student Administration and Financials products and helping user verify the updates/fixes and bundle releases. Assist user with testing, test cases, and test approach.
6. Responsible for reporting of PeopleSoft reported tickets and resolution into campus Production system. Monitor HEUG (Higher Education User Group) reported PeopleSoft issues and identifying applicable ones for campus implementation.
7. Create and support change control and security standards. Provide system, operational, technical documentation as needed. Impart knowledge to other staff. Work as a team member with DBA, Network, Web, Business Analysts and other application managers to support PeopleSoft applications and systems.
8. Perform related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Extensive database design and/or data warehousing background in Microsoft SQL Server or Oracle.
2. SQL and use of SQL Plus or Query Analyzer.
3. Software development life cycle/methodology.
4. System design and development as well as production support of PeopleSoft systems.
5. Windows clients and NT server versions.
6. Complex data base management techniques.
7. Application Messaging, PeopleCode, PeopleGTools, Crystal Reports, SQR, NVision, COBOL, App Engine, Change Assistant, Workflow Administration.

### **Ability to:**

1. Analyze, design, and implement technology solutions for a variety of college needs, particularly in the areas of Student Administration and Financial applications.
2. Perform systems and application needs analysis, analyze business needs, design appropriate solutions and see projects through completion with little supervision.
3. Apply techniques of programming and data structuring to specific problems or requests.

4. Analyze situations accurately and adopt an effective course of action.
5. Establish and maintain cooperative and effective working relationships with others
6. Participate successfully in a team environment, perform knowledge transfer, motivation to achieve common objectives and the ability to report to multiple managers as necessary.
7. Plan, organize, and complete work on schedule and specified timelines.
8. Communicate effectively both orally and in writing when working with diverse campus constituents.
9. Be responsible for business requirements gathering; business process improvements, fit/gap analysis; process flowing-charting; process workflow, quality assurance and presentation of options and solutions.

### **Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with major coursework in Business, Computer Science, Information Technology or elated field plus course work in project management or administration and a minimum of five (5) years hands-on work experience on PeopleSoft Student (version 8.0 or greater) systems, preferably in the Higher Education product line or an equivalent combination of education and experience. PeopleSoft Financial product version 8+ and business processes and additional training in management and technical areas is required.

### **Licenses; Certificates; Special Requirements:**

A valid California driver's license and ability to maintain insurability under the District's Vehicle Insurance Policy may be required for certain assignments.

## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; observe and interpret people and situations; use math/mathematical

reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with deans, administrators, managers, power and other users, consultants, vendors and others encountered in the course of work.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet