

This is a TEMPORARY position. Duration is approximately 6 months to one year.

MS 07-18-19

DATE OF POSTING: December 7, 2018

TERMINATION DATE FOR APPLICATIONS: December 12, 2018

POSITION: **PROGRAMMER ANALYST**

COMPENSATION/BENEFITS: Per SSA/USO Contract
Grade K

STAFF RELATIONSHIP: Responsible to Lisa Allen,
Chief Financial Officer

EMPLOYMENT DATE: As soon as possible

SEND APPLICATION AND RESUME TO: **Human Resources Department**
Michigan Education Association
1350 Kendale Blvd., P.O. Box 2573
East Lansing, MI 48826-2573

BASIC PERFORMANCE EXPECTATIONS:

Work involves programming and system analysis on one or more major computer systems, alone or as a member of a team.

Work involves meeting with the end user of the system and supervisors to understand problems, designing and documenting solutions and plans to execute that solution, including estimating the time it will take to complete the solution. The work requires developing an approach for the solution that best meets the goals of the assignment, runs efficiently in the computing environment and can be efficiently maintained. Work includes implementing of the approach within the team and providing timely and accurate updates as to the status of the completion of the project.

Work includes developing and adhering to affiliate or project IT standards and procedures.

Work requires keeping up with new developments in the field of computing, particularly as they are identified for the assigned affiliate. Specifically, this position is responsible for learning and using new languages, approaches to programming, testing, databases, utilities, operating systems, or hardware as needed to complete assignments. Assignment may pertain to the areas of architecture, business intelligence, quality assurance, web technologies or application support.

This job requires the ability to establish and maintain effective working relationships with members and leaders, as well as staff and management.

Programmer Analyst
Page 2

ASSIGNED DUTIES:

Application Development:

- Analyze, design, develop, document, test, implement and maintain applications.
- Examples of applications include those that are developed in-house, externally or hosted; interfaces between systems, mobile platforms and third-party packages.
- Design, develop and maintain application databases. Provide database administration support.
- Research and evaluate solutions for the design of computer applications. Participate in feasibility studies.
- Review business specifications and jointly determine requirements to address changing business needs. Present and document possible solutions based on both business and technical considerations taking into account factors such as functionality, business logic, usability and user experience, to subject matter experts, end users and management.
- Develop specifications for programs and answer questions related to technology on new systems or system enhancements.
- Provide training and guidance to ITSS team members, end users and managers on the use of applications.

Quality Assurance and Testing:

- Develop testing strategies to ensure quality and usability of applications.
- Perform all testing required to ensure the system delivered to the user meets the user's expectations and specifications.
- Unit test applications or automate tests according to specifications and acceptance criteria to ensure quality of applications.
- Participate in code reviews, retrospectives and recommend changes for improvement.
- Provide testing assistance to end users and managers as needed to ensure testing is thorough and reduces the risk of errors or disruptions to other end users, members and outside vendors.

Additionally:

- Work collaboratively with team members and clients.
- Participate in the evolution of best practices, standard, methodologies and policies as it relates to software development.

ASSIGNED DUTIES (continued):

- Maintain records of time spent on assigned tasks and provide information as required for payroll and other administrative purposes.
- Orient and mentor new or less experienced team members.
- Prepare and make presentations on various IT related topics to other staff members.
- Acquire knowledge of the terminology and services of the affiliate(s). Represent the affiliate(s) at assigned IT user group meetings and conferences.
- Perform other job-related duties as assigned from time to time.

MINIMUM QUALIFICATIONS:

Education and experience

Bachelor degree in computer science or information systems, or

Bachelor degree and formal study in computer science including programming, systems development, database theory, and application development and two years of recent programming experience, or

Associate degree in computer programming, information systems or equivalent and four years of recent programming experience including, but not limited to structured programming or object oriented applications and web development.

Knowledge of current hardware, software, operating systems, databases, languages, and utilities.

Demonstrated ability to design, develop, test, document, and support computer applications.

Ability to communicate tactfully, courteously, and effectively.

Self-motivated with a willingness to research and learn multiple languages and architectures.

Ability to work collaboratively in team settings.