

**DATE OF POSTING:** October 21, 2019

**TERMINATION DATE FOR APPLICATIONS:** October 28, 2019

**POSITION:** **RESEARCH PROGRAMMER/ASSISTANT**

**COMPENSATION/BENEFITS:** Per ASO/USO Contract  
Grade PA

**STAFF RELATIONSHIP:** Responsible to Kevin Marvin  
Director of Research

**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:**

This position 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 and 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. This position includes implementing the approach within the team and providing timely and accurate updates as to the status of the completion of the project.

This position includes developing and adhering to affiliate or project IT standards and procedures. The incumbent is required to keep up with new developments in the field of computing, particularly as they are identified in the IT Master Plan for the assigned affiliate. Specifically, this position is responsible for learning and using new languages, approaches to programming, databases, utilities, operating systems or hardware as needed to complete the tasks.

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

**ASSIGNED DUTIES:**

Learn, improve and program a Proposal Cost Calculator for K-12 and ESP local bargaining.

Fix bugs and errors in all research and bargaining department platforms.

**Research Programmer/Assistant**  
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**ASSIGNED DUTIES (continued):**

Upload relevant contract information to MEA profiles.

Learn and improve the current financial analysis applications available to field staff.

Develop and maintain new computer based programs for the Research and Bargaining department.

Learn, maintain and improve the contracts database.

Develop and maintain platform for the Cost Alignment Calculator.

Create out-of-formula financial analysis.

Learn, maintain and improve MEA Profiles including a new profile for Higher Ed units.

Create ISD, Higher Ed and Community College Financial Analysis platform.

Provide secretarial support on Microsoft Office for research and bargaining professional staff.

Program new salary schedule transition generator.

Develop methods for data extraction and analysis.

Program and maintain insurance cost comparison platform.

Research and maintain database of employer contributions to healthcare.

Perform all testing required to ensure the system delivered to the user meets the user's expectations and specifications.

Responsible for project management and the delivery of a project.

Meet with users as necessary to develop requirements and understand specifications for programs, provide training on new systems or system enhancements and answer questions related to technology.

Perform other programming duties as assigned by Research department staff.

**MINIMUM QUALIFICATIONS:**

Education and experience:

Bachelor degree in computer science or information systems, or

**MINIMUM QUALIFICATIONS (continued):**

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 develop and maintain various platforms.

Proficient with Microsoft Access, Excel, PowerPoint and Word.

Ability to review and analyze complex data.

Ability to communicate tactfully, courteously and effectively.

**TESTING**

MS Word	70%
MS Excel	70%

October 3, 2019