MEA is deeply committed to diversity and inclusion in its hiring practices. We are an affirmative action, equal opportunity employer. People of color, women, and members of other historically marginalized social identity groups are encouraged to apply.

This is a reposting.

M 17-20-21

POSTING DATE:	March 19, 2021
TERMINATION DATE FOR APPLICATIONS:	
POSITION:	**PROGRAMMER ANALYST II**
COMPENSATION/BENEFITS:	Per ASO/USO Contract Grade PA
STAFF RELATIONSHIP:	Responsible to Angela Lanczynski Director of Membership Information Systems
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 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. 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 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 need to complete tasks.

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

ASSIGNED DUTIES:

Design, develop, document, test, and maintain applications.

ASSIGNED DUTIES *(continued)***:**

Support third-party package installations.

Research solutions for the design of a computer application. Develop specifications for study and evaluation activities.

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.

Maintain records of time spent on assigned tasks and provide information as required for payroll and other administrative purposes.

Assist in orientation of new members to the programming staff.

Prepare and make presentations on various IT related topics to other members of the staff.

Represent the affiliate(s) at assigned IT user group meetings and conferences.

Acquire knowledge of the terminology and services of the affiliate(s).

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, data base 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.

August 16, 2018