MESSA 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.

MS 9-25-26

DATE OF POSTING:	**February 10, 2026**
TERMINATION DATE FOR APPLICATION:	**February 18, 2026**
POSITION:	**Programmer Analyst – IT Delivery**
COMPENSATION/BENEFITS:	**Per SSA Contract** **Lane 13**
STAFF RELATIONSHIP:	**Responsible to Senior Product Manager Core Enterprise 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**

Position Summary:

Designing, developing, implementing, testing, evaluating, and maintaining high-quality, secure software to meet business and customer needs. Depending on the incumbent's assigned role, programmer analysts work on development initiatives that may include:

- Working with IT managers, staff, vendors and stakeholders to gather requirements and translate them into technical tasks or specifications.

- Evaluating, configuring and customizing vendor-provided packaged software and Software as a Service (SAAS solutions).

- Collaborating with teams to document current state and future state direction.

- Proofing of concepts, assisting with analyzing, documenting and planning during the technology life cycle.

- Incorporating vendor software into current business practices and applications.

- Creating integrations to transfer data back and forth between vendors and in-house applications.

- Designing and documenting solutions using best practices.

- Evaluating and developing features and capabilities for end users, either external customers or internal employees.

- Responsible for learning and using new languages, approaches to programming, testing, databases, utilities, operating systems, or hardware as needed to complete assignments.

- Developing an estimated timeline for task/project completion.

- Assuming responsibility for the entire system development life cycle (SDLC) from conception to deployment and continuing maintenance.

- Maintaining an understanding of multiple processing systems across the organizations.

- Troubleshooting and resolving production issues in a timely manner.

- Working with other teams to design, secure and implement SQL server components and features such as Database Engine, Reporting Services, Business Intelligence Services, Integration Services, and Analysis Services.

- Evaluating current database solutions. Designing and providing potential solutions based on best practices, security assessments and company standards.

- Maintaining the health of SQL servers based on monitoring and diagnostic tools.

- Implementing security measures for SQL servers based on risk and security assessments.

- Incorporating feedback from managers, staff, consultants, and/or vendors.

- Using independent sound judgement in making decisions and effectively communicating those decisions in verbal and written forms.

- Assignment may pertain to the areas of architecture, business intelligence, database administration, quality assurance, or application development and support.

- This job requires the ability to establish and maintain effective and inclusive working relationships with staff and management across the organizations (MESSA, MEA, and MEA FS) and external vendors.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the job-related duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Write high-quality, well documented, secure code that satisfies customer needs and strives for simplicity, maintainability, clarity, efficiency, portability and testability.

2. Adhere to established development practices and processes.

3. Participate in code reviews and use collaborative programming techniques to promote high quality business outcomes.

4. Collaborate with stakeholders (e.g. business stakeholders, product owners, project managers, IT managers, business analysts and end users) to understand functional and non-functional requirements.

5. Research and evaluate solutions for the architecture of applications. Participate in feasibility studies/procurement projects, proof of concept initiatives, and pre-project proposals as necessary.

6. Work with all IT teams to design, develop, secure, implement and maintain application databases.

7. Review business specifications and jointly determine requirements to address changing business needs. Present and document possible solutions to subject matter experts, end users and management, considering factors such as functionality, business logic, usability and user experience.

8. Develop reusable software building blocks to enable faster delivery.

9. Monitor and improve the performance of existing servers and applications by diagnosing and resolving critical issues.

10. Conduct and/or support internal development, purchase of software and database upgrades. Perform analysis to determine integration needs, and design and plan integrations.

11. Prepare technical documentation, including software evaluation plan, test results, and technical manuals.

12. Develop and maintain current state and future state architecture.

13. Perform all testing required to ensure the system delivered to the users meets the users' expectations and specifications. Unit test applications or automate tests according to specifications and acceptance criteria to ensure the quality of applications.

14. Provide testing assistance to business analysts, 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.

15. Perform other job-related duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:
The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Bachelor's degree in computer science, information technology, or equivalent**,** and two

years recent applicable information technology programming experience, **or**

- Bachelor's degree and four years' recent applicable information technology programming experience, **or**

- Associate's degree in computer science, information technology or equivalent and four years recent applicable information technology programming experience.

- Proficient in development platforms, relational databases and in one or more coding languages.

- Strong understanding of testing methodologies and technologies including front-end, back-end, and/or mobile first.

- Full stack web and mobile development, database development, support, and/or low-code development tools experience preferred.

- Experience with Enterprise Resource Planning (ERP), third party applications, web, mobile, cloud based, file transfers, SQL, SQL Server components and features, and API's, single sign-on, deep linking and/or other integrations.

- Experience with Microsoft programming tools including database engine, management studio (SSMS), integration services (SSIS), business intelligence services (PowerBI), reporting services (SSRS), Azure, and/or Visual Studio is a plus.

- Working knowledge of DevOps and continuous integration/development (CI/CD) principles and practices is a plus.

- Strong ability to understand business rules based on existing codebase.

- Agile development experience is highly desired.

- Knowledge of correct spelling, English usage, grammar and punctuation skills.

- Thorough knowledge of general office operations and administrative procedures and practices. Must be able to track time spent on assigned tasks and provide information as required for payroll and other administrative purposes.

- Advanced level proficiency in the use of office equipment and technology, including computers and related software, and ability to master new technologies.

- Strong verbal and written communication skills when dealing with diverse groups of stakeholders, staff and management. Demonstrated ability to communicate complex technical information in an understandable manner.

- Growth mindset and a willingness to learn new skills, technologies, platforms, and frameworks.

- Ability to work collaboratively and to understand the Enterprise's architecture to promote the best solution across multiple application platforms.

- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when negotiating and dealing with stakeholders, vendors, other departments, staff and leaders.

- Ability to critically assess situations, problem-solve, exercise a high degree of diplomacy, and work effectively under stress, within deadlines and changes in work priorities.

Physical Demands and Work Environment:
The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, video conferencing, email, instant messaging, or in person, and move around the office to travel to other locations within the MESSA, MEA, MEA-FS campus. The employee must occasionally lift and/or move items of light weight. The noise level in the work environment is usually quiet.

Last Updated: January 1, 2025