JOB TITLE: Applications Developer Analyst

DIVISION: Information Technology Services

DEPARTMENT: Enterprise Systems

REPORTS TO (position #): FA9985

STATUS: Please place a ✓, X or highlight the text for the appropriate status and fill-in the blanks.

✓ Regular/Continuing  X Temporary/Grand-Funded

X Bargaining Unit: AFT  X Full-Time (40 hrs); Part-time: Hours/week

✓ Non-Bargaining  X Individual position or  Pooled position

(more than one employee)

PAY TABLE/LEVEL/GRADE: Level II

JOB SUMMARY: This section should summarize the overall purpose ("mission") of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.

The Application Developer position fulfills the requirement for development and ongoing support of custom applications at LCC. This includes planning, requirements gathering, building, coordination of testing, problem solving, preparing related documentation, implementation, and ongoing support of custom applications for LCC. This person will also act as a technical liaison to ITS (Information Technology Services) and other college personnel. Finally, this person will assist in mentoring any Student Employees that are on the ITS Enterprise Systems team as student programmers, and overseeing their apprenticeships (as applicable).

DIRECT REPORTS: If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s (add more pages & #s if needed) of those supervised:

position #  position #  position #  position #  position #  position #
ESSENTIAL DUTIES AND RESPONSIBILITIES: Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements (add more pages if needed). List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. reconciles grant fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.

40% 1. Design, develop, implement, test, interface, integrate, and automate application solutions in support of approved initiatives

25% 2. Perform day-to-day applications’ maintenance; investigate and resolve incidents and/or change tickets for supported applications

10% 3. Effectively utilize productivity tools to prepare system documentation, design specifications, file/table relationships, record/table layouts, report layouts, and user documentation as required

10% 4. Remain current and learn new emerging technologies in information technology, and implement innovative solutions

5% 5. Evaluate and develop criteria, policies, and procedures for application quality control (e.g. testing, code review, version control, etc.)

5% 6. Actively participate in Application Developer technical support cross-training, and perform on-call duties as assigned

5% 7. Promote and support college and divisional goals and initiatives including other duties as assigned

CORE COMPETENCIES: Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.

COMMUNICATION
1. Ensure that the Enterprise Systems team, including the Director, is kept abreast of all projects, tasks, and incidents
2. Communicate with college personnel and vendors to analyze the feasibility of new requests and / or to investigate problems experienced with current systems.
3. Effectively document meetings, discussions, decisions, and other project management artifacts
4. Communicate environment changes to appropriate campus population
5. Advanced verbal and written communication skills; strong technical writer
6. Ensure that all application systems adhere to best practice standards

TEAMWORK
1. Embrace and leverage diversity
2. Work cooperatively in a team-centered environment
3. Represent ITS in cross-campus discussions and committees
4. Solicit input from team members and leadership to improve the quality and efficiency of solutions
5. Work with functional areas to define scope and requirements documentation for projects
6. Assist Application Support team with skill development and mentoring for team development
7. Lead technical discussions to identify, analyze, and define solutions
PROJECT MANAGEMENT
1. When performing the role of a project leader, as assigned by the Director or team leader, manage and coordinate tasks across multiple teams to ensure successful completion of the project.
2. Ensure all related project management artifacts you are responsible for are up to date and consistently maintained, in accordance with team’s policies and procedures.

LEADERSHIP
1. Facilitate meetings and/or discussions as required.
2. Mentor others in skill development in areas of expertise.
3. Assume responsibility for all assigned tasks and prioritization without direct supervision.
4. Make strategic and tactical decisions based on available information.
5. Serve in rotation as backup point of contact for Director or Team Leader, as requested.

TEAM LEAD ROLE (As assigned by Director)
1. Coordinate and assign team’s day-to-day responsibilities.
2. Approve team’s time cards and vacation requests.
3. Work with the other Enterprise Systems’ Team Leaders in advising the Director, as requested.

BUDGET
1. Efficiently, effectively, and conservatively utilizes LCC resources at their disposal.
2. Assists leadership in identifying expenses that will impact current and future fiscal-year budgets.

PROBLEM RESOLUTION
1. Analyze and define system specifications and requirements necessary to design and develop best-in-class computer modules, systems, and processes.
2. Strong critical thinking skills in order to analyze problems and quickly provide cost-effective, practical solutions.

TECHNICAL / POSITION SPECIFIC EXPERIENCE
1. Strong experience with User Interface design.
2. Utilizing strong critical thinking skills, analyze and define application specifications necessary to develop best-in-class IT solutions.
3. Ability and willingness to stay current on relevant technology and to learn new programming languages, applications, and/or system platforms, as required.
4. Proficient in desktop productivity tools (e.g. Microsoft Office).
5. Knowledge in the following:
   a. Relational Database Technologies and SQL
   b. Oracle Application Express
   c. Apache Tomcat
   d. Groovy/Grails
   e. RESTful Web Services
   f. Version control, e.g. SVN, GIT
   g. Agile methodology
6. Expert knowledge in the technical aspects of development, including but not limited to
   a. Java, JavaScript, HTML, XML, CSS
   b. Knowledge of HTTP authentication and session management.

EDUCATIONAL/EXPERIENCE REQUIREMENTS: Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.

1. Associates Degree required
   • With a minimum of 4 years of relevant Information Technology work experience required.
2. Bachelors Degree preferred
   • With a minimum of 2 years of relevant Information Technology work experience.
3. Demonstrable expertise in the administration and integration of Enterprise-class systems.
**PHYSICAL AND MENTAL REQUIREMENTS:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Go to the ADA Checklist.

**WORK ENVIRONMENT:** Complete the work environment characteristics on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Go to the ADA Checklist.

<table>
<thead>
<tr>
<th>Incumbent’s name (if any) (print)</th>
<th>Incumbent’s signature*</th>
<th>date</th>
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<tbody>
<tr>
<td>Supervisor’s name (print)</td>
<td>Supervisor’s signature*</td>
<td>date</td>
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<tr>
<td>Dean/ELT’s name (print)</td>
<td>Dean/ELT’s signature*</td>
<td>date</td>
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</tbody>
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Note: * signature means approval; otherwise return for signatures

| Human Resources Rep (print)       | Human Resources signature | date |

Note: position description to be reviewed annually, upon posting or transfer of person and position
**Lansing Community College  ADA Compliance Job Description Checklist**

The immediate supervisor is responsible for completion of this form. Fill in more information as needed that apply to the essential job duties of the attached job description.

<table>
<thead>
<tr>
<th>Position #: Enter Position #</th>
<th>Date: 8/5/2015</th>
<th>Supervisor’s Position #: FA9985</th>
</tr>
</thead>
</table>

**Materials Used:**

- **Standard Office Equipment:**
  - ✔ Computer keyboard, mouse, screen (either desktop or laptop)
  - ✔ Various software (spreadsheet, word-processing, web-base, other media)
  - ✔ Telephone, blackberry, fax
  - ✔ Paper and Pencil/pen
  - ✔ Projector and Screen
  - ✔ Copier, collator, reproduction

**Others, please list:**

- Standard Trades Equipment:
  - [ ] Carpentry
  - [ ] Electrical
  - [ ] Plumbing

**Others repair/maintenance tools, please list:**

**Mental Functions:**

- ✔ Comparing (compare/contrast data, people, things)
- ✔ Copying (entering, posting, transcribing data)
- ✔ Synthesizing (combine data, concepts, interpretations)
- ✔ Analyzing (examine, test data, present alternative actions)
- ✔ Computing (math calculations or carrying out formula operations)
- ✔ Compiling (gathering, classifying, evaluating data, people, things)

**Auditory Functions:**

- ✔ Talking (express ideas, thoughts, languages, conveying details, accurately, loudly, quickly)

**Hearing** (receive details through oral communication, make fine differences in sound with other sound interference e.g. running machines, other people)

**Visionary Functions:**

- ✔ Near acuity (at 20 inches or less when minute accuracy is essential)
- ✔ Far acuity (more than 20 inches when day and night/dark conditions are essential)
- ✔ Depth perception (3 dimensional vision, judge distances, space)
- ✔ Color vision (distinguish colors)
- ✔ Field of vision (up-down and right-left)

**Smell and Tasting Functions:**

- ✔ Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

**Movement, Strength, Repetition Functions:**

- ✔ Climbing
- ✔ Kneeling
- ✔ Reaching
- ✔ Balancing
- ✔ Crouching
- ✔ Grasping
- ✔ Stooping
- ✔ Crawling
- ✔ Picking/Typing/Keyboarding
- ✔ Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of the time)
- ✔ Light (exert up to 20 lbs of force to lift, carry, push, pull, move object; walk/stand occasionally)
- ✔ Medium (exert 21-50 lbs of force, walk/stand frequently)
- ✔ Heavy (exert 51-100 lbs of force, walk/stand routinely)
- ✔ Very Heavy (exert over 100 lbs of force, walk/stand routinely)

**Environmental Conditions:**

- ✔ Weather (rain, snow, wind)
- ✔ Vibrations
- Extreme cold (inside, outside)
- Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation, shock)
- Extreme heat (inside, outside)
- Extreme noises
- Confined/restricted spaces
- Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation, shock)

*Based upon www.job-analyis.net*