

## JOB DESCRIPTION

### BASIC POSITION INFORMATION

<b>Job Code:</b>	4326	<b>Title:</b>	Oracle Programmer Analyst
<b>Department:</b>	Enterprise Systems	<b>Essential Personnel:</b>	N
<b>Job Family:</b>	Technology Services	<b>Job Sub-Family:</b>	Enterprise Systems
<b>FLSA Classification:</b>	NE	<b>Job Grade:</b>	15
<b>Grade Min:</b>	\$58,809	<b>Grade Mid:</b>	\$70,571
<b>UHD Succession Plan:</b>		<b>Criticality of Position:</b>	
<b>Career Ladder:</b>	In-Range	<b>Campus Security Authority:</b>	Y
<b>Screening Committee:</b>	N	<b>Motor Vehicle Record Check:</b>	N

### JOB SUMMARY

The Oracle Programmer Analyst develops, maintains, and enhances applications within Oracle-based ERP systems. The Analyst assists with developing reports and dashboards and supports integrations through feed files and APIs.

### DUTIES

- Develops and maintains applications in PeopleSoft and other Oracle-based systems.
- Assists in developing reports, dashboards, and visualizations.
- Supports integrations solutions by developing feed files and APIs.
- Works with stakeholders to gather requirements for system enhancements.
- Troubleshoots and resolves issues related to applications and integrations.
- Maintains documentation for system modifications and integrations.
- Assists in system upgrades and testing.

### MARGINAL DUTIES

Performs all other duties as assigned.

### SUPERVISORY RESPONSIBILITIES

<b>Direct Reports:</b>	None
<b>Delegation of Work:</b>	N/A
<b>Supervision Given:</b>	N/A

### QUALIFICATIONS

<b>Required Education:</b>	Associate's degree, a vocational certificate, or 60 hours of relevant coursework
<b>Required Experience:</b>	Minimum of two (2) years of related job experience in PeopleSoft development, reporting, and integrations.
<b>License/Certification:</b>	None required

### PREFERRED QUALIFICATIONS

- Bachelor's degree in Computer Science, Information Systems, or a related field
- Experience with PeopleSoft tools, PLSQL, Argos, Power BI, Power Apps, and API development

## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge:**
- Comprehensive knowledge of PeopleSoft and Oracle-based ERP systems, reporting tools and API development
- Skills:**
- Strong analytical and problem solving skills
  - Excellent interpersonal and communication skills
- Abilities:**
- Ability to effectively communicate with a wide range of individuals and constituencies in a diverse community
  - Ability to troubleshoot technical issues effectively
  - Ability to manage time and prioritize tasks

## WORK LOCATION AND PHYSICAL DEMANDS

- Primary Work Location:** Works in an office environment.
- Physical Demands:**
- Work is performed in a typical interior work environment which does not subject the employee to any unpleasant elements
  - Individual has discretion in relation to walking, standing etc., and has minimal exposure to physical risks.

## Position Specific Competencies

### Title and Definition

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#### **Commitment to Excellence - UHD**

\* Demonstrates a commitment to competently perform his/her job duties and responsibilities within established time frames. \* Continuously strives to improve work performance. \* Accepts responsibility for his/her commitments to the university. \* Contributes to the success of the university by consistently providing quality results in the performance of his/her job duties and responsibilities.

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#### **Respect and Cooperation**

\* Treats others with courtesy, respect, and dignity in the workplace. \* Promotes cooperation through open and honest communications and consideration of others ideas, thoughts, and opinions.

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#### **Integrity**

\* Demonstrates high ethical standards of conduct in the performance of his/her job duties and responsibilities. \* Accepts responsibility for his/her actions. \* Respects and complies with department and university policies, procedures, and work rules.

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#### **Proficiency**

\* Possesses required job skills and knowledge. \* Demonstrates the ability to apply those skills and knowledge to competently perform his/her job duties and assignments.

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#### **Dependability**

\* Takes responsibility to accomplish job assignments within reasonable deadlines. \* Willing to accept new projects and/or commitments. \* Does due diligence to complete projects within specified timeframes and/or fulfill commitments. \* Arrives to work on time prepared and ready to contribute.

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#### **Flexibility**

\* Willingly adjusts to changing work assignments or conditions. \* Open to changes in operational procedures, technology, and/or organizational structure. \* Views changes as opportunities for learning and professional development. \* Displays a positive attitude to encourage others. \* Promptly responds to changes in work priorities and/or unexpected circumstances or situations.

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#### **Focus on Customer Service**

\* Focuses on customer's needs and expectations. (Customers can be students, external constituents, employees, or university guests.) \* Respectfully ascertains customer's needs and determines appropriate response. \* Promptly responds by providing requested information, takes appropriate action, or refers customer to appropriate individual or department. \* If further actions need to be taken, advises customers of realistic timeframes for a response to their request. \* Follows up with customers on outstanding requests in a timely manner. \* Tactfully explains to customers why their needs and/or expectations cannot be met if the university does not provide the requested information or services.

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#### **Technical Expertise**

\* Possesses comprehensive knowledge and skills in a technical area. \* Effectively applies expertise to troubleshoot existing systems and develop solutions with existing technology. \* Competent to learn new technologies and integrate them with existing technology. \* Willing to share expertise and provide technical assistance to others.

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#### **Student Success Indirect Support**

\* Contributes to student success by assisting students with anything that supports their student experience, whether directly or indirectly. \* Helps students navigate their way through the different offices, programs, and services at the university and/or connects students with the appropriate party(ies). \* Connects students with services or resources that can help them with career exploration, goal selection, and ongoing academic assistance. \* Helps students build peer support networks. \* Encourages student participation in out-of-class activities. \* Provides encouragement and guidance to foster student success. \* Treats students with respect \* Maintains the learning environment to ensure quality and/or sound pedagogy.

This job description may not encompass all duties and responsibilities associated with the position.