



# **Employment Opportunity**

## **HARTNELL COMMUNITY COLLEGE DISTRICT**

Human Resources and Equal Employment Opportunity

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# **HARTNELL** C O L L E G E

**POSITION:** PROGRAMMER ANALYST

**FILING DEADLINE:** **Open Until Filled**

**MONTHLY SALARY:** Starting: \$4,678/mo  
Range: \$4,678 to \$5,685 (5 Steps)

### **REPRESENTATIVE DUTIES**

- Study and analyze new and existing systems and procedures of individual departments regarding requirements, organization, flow of data, methods and forms; analyze and design systems for a variety of District office functions; produce and design flow charts and make revisions as necessary.
- Develop programs according to the needs of individual departments; write new programs or modify existing programs as necessary; archive data according to established procedures.
- Serve as computer operator; adjust controls, set-up new tapes; begin and stop production outputs.
- Analyze program objectives and design desired output; develop block diagrams in sequence order for computer runs.
- Modify telephone registration computer operations on mainframe; modify programs on EPOS-PC and run programs; spool print files for mailers; burst forms with burster for mailing; place systems on-line and maintain daily operations; print related reports, including credit card calls.
- Develop and code the execution command language and program compilation streams; type data into computer.
- Test, check and refine programs by processing data through the system.
- Communicate with users as necessary to respond to requests for assistance or to explain proper use of programs.
- Write or modify programming documentation in accordance with new or changed program.
- Remain current on developments in computer programming equipment, applications and techniques; participate in training programs as required.
- Perform related duties as assigned.

### **QUALIFICATIONS**

- ◆ Any combination equivalent to: Two years college-level coursework in computer science or related field.
- ◆ 3 Years of computer programming experience.

### **CONDITIONS OF EMPLOYMENT**

Regular, full-time, 12 months per year classified position. Starting: \$4,678/mo, Range: \$4,678 to \$5,685 (5 Steps). **Hours: Monday thru Friday, 8:00am-5:00pm.** District-assisted health and welfare coverage for employee and dependents includes medical, dental, and vision. District-assisted life, accident and income protection insurance is provided for the employee only. Must become a member of the California School Employees Association (CSEA) and the Public Employees' Retirement System (PERS). The District pays the classified employee's contribution to PERS. **This position is contingent on grant funding from Title V grant.**

### **APPLICATION PROCEDURE**

The following items must be received by the filing deadline in order to be considered in the initial screening:

- 1) A completed Hartnell College Classified Application
- 2) A cover letter
- 3) A resume

Submit application materials together to the address or fax number above. Incomplete applications cannot be considered. Postmarks will not be accepted.

CC159;job posting 7/23/08-8/22/08-OpenUntilFilled

# HARTNELL COLLEGE

## HUMAN RESOURCES AND EQUAL EMPLOYMENT OPPORTUNITY

### GENERAL APPLICANT INFORMATION

To receive consideration for this position, all application materials must be received in the Human Resources Office by 4:30 p.m. on the filing deadline. The Human Resources Office is not responsible for postal delays that may occur after requested application materials are mailed to applicants.

Resumes will not be accepted in lieu of the required application materials. All documents included in your application file become property of the District and will not be returned. Your file for this opening will not be considered for future openings.

Subsequent to the closing date, applications are forwarded to a screening committee for selection of candidates to be interviewed. Meeting minimum qualifications for a position does not assure any candidate an interview. Candidates selected for interviews will be required to appear for an oral interview before a selection committee. If necessary, finalists will be required to return for a second interview with a final selection panel, including the appropriate administrator.

The District reserves the right to reopen the position or to delay, indefinitely, filling a position if it is deemed that applicants for the position do not constitute an adequate pool.

### CONDITIONS OF EMPLOYMENT

Conditions of employment include, but are not limited to the following:

- Proof of U.S. citizenship, alien registration, or authorization to work in the U.S. Successful applicants will be required complete an Employment Eligibility Verification Form (I-9) within three days of employment.
- All offers of employment are contingent upon approval by the Board of Trustees, receipt of official transcripts, employment verification, and any other pertinent documentation.
- Individuals selected are required to be fingerprinted.
- Individuals selected are required to submit to a T.B. examination.
- A classified employee, other than management, supervisory, or confidential, is required to become a member of a collective bargaining unit with member contribution payable to the respective unit.

### EMPLOYEE BENEFITS

- ◆ **Salary:** Appointees normally start at the first step of the range on their salary schedule.
- ◆ **Vacation:** At least 12 paid vacation days are provided for regular, full-time classified employees according to the appropriate working conditions or union agreement. Vacation accrual is pro-rated for part-time classified employees.
- ◆ **Holidays:** There are 13 paid holidays each year, two of which are campus-wide floating holidays.
- ◆ **Insurance:** For regular, full-time employees, District-assisted health and welfare coverage for employee and dependents includes medical, dental, and vision. District-assisted life, accident, and income protection insurance is provided for employee only. No health and welfare benefits are provided for part-time employees; however, employees working 20-30 hours per week may elect to purchase benefits.
- ◆ **Sick Leave:** Regular, full-time employees earn one day of sick leave for each month worked. Regular, part-time employees earn sick leave on a pro-rated basis.
- ◆ **Retirement:** Public Employees' Retirement System (PERS).
- ◆ **Pay Period:** Employees are paid monthly, on the last working day of the month.

