



Employment Opportunity

HARTNELL COMMUNITY COLLEGE DISTRICT

Human Resources and Equal Employment Opportunity
411 Central Avenue • Salinas, CA 93901
(831) 755-6706 • FAX (831) 755-6937
www.hartnell.edu/hr • work@hartnell.edu

POSITION: SENIOR PROGRAMMER ANALYST
FILING DEADLINE: Open Until Filled-priority screening 10/29/08
MONTHLY SALARY: Starting: \$5,158/mo
Range: \$5,158 to \$6,266 (5 Steps)

REPRESENTATIVE DUTIES

- Plan, organize and schedule projects and work assignments; train and provide work direction to other programming staff.
- Serve as a project leader for assigned projects; coordinate with software vendors to develop software to enhance established functions.
- Perform system level studies of IDEs (Integrated Development Environments) to determine appropriate IDEs.
- Oversee and install software changes/patches and customizations.
- Consult with users to determine systems and program requirements and objectives and to identify and resolve problems in existing programs and systems.
- Provide information necessary to produce systems and program documentation and procedures.
- Troubleshoot problems with hardware, software and networks and assist in resolutions.
- Coordinate with the District and other colleges to implement functional and procedural changes in assigned systems.
- Write, debug, test and document various programs, assigned languages, databases, data warehouses and utilities.
- Prepare reports and documentation on inputs, outputs, database, and document control methods.
- Coordinate problem resolutions and training with vendors.
- Plan for business continuity, security, and disaster recovery.
- Use higher programming languages to write and modify programs, system and databases to meet design specifications; test and debug programs as necessary.
- Troubleshoot problems with hardware, system and application software and networks and assist in resolutions.
- Perform related duties as assigned.

QUALIFICATIONS

- ◆ Any combination equivalent to: Bachelor's degree in computer science or related field **AND** two years of computer programming/system maintenance experience on a relational database system (such as Oracle). Experience beyond two years may be applied toward the education requirement on a two years experience for one year of coursework basis.

CONDITIONS OF EMPLOYMENT

Regular, full-time, 12 months per year classified position. Starting: \$5,158/mo, Range: \$5,158 to \$6,266 (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.

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.

CC160; job flyer dates 10/1/08-openUntilFilled

It is the policy of the Hartnell Community College District that no person shall be discriminated against in any employment procedure on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, age, marital status, Vietnam-era veteran status, or disability. The College actively seeks applications from candidates who have multi-cultural experience. Contact the HR office if you need any special accommodations to complete the application process.

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.

