CLASSIFIED JOB DESCRIPTION
SEIU, Local 1021

EDUCATIONAL WEB TECHNOLOGY ANALYST
(SEIU Salary Range 114)
Job Code: 990

CLASS PURPOSE

Under direction of the Vice Chancellor for Educational Services, or designee, the incumbent is responsible for the development and maintenance of mission-critical, district-wide administrative online course management system (CMS), and responsible for development, maintenance and support of CMS on Peralta's websites.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Provide support for distance education classes and traditional face-to-face classes using the district's online course management system (CMS) and application, including development, configuration, and administration.

- Proactively seeks to identify institutional needs for electronic delivery of services/data, and for business process reengineering. Identifies and convenes user groups.

- Loads new classes into CMS, interface CMS with enterprise software (PeopleSoft), troubleshoot, maintain CMS Database upgrades as needed.

- Identifies and implements new online systems to support online class offerings and educational technology initiatives. Creates functional specifications for new or modified systems and obtains user buy-in.

- Develops, maintains and provides support for portals and URLs located on the college and district Websites and provide access to CMS, including documentation and backup strategies.

- Provides work scope, task decomposition and effort estimates so that projects can be prioritized and scheduled.

- Designs and implements applications, separate or as part of a team. Respects coding and documentation standards, and develops standards for new technologies. Trains team members on standards.

- Creates and executes test plans.

- Manages product delivery schedules and ensures deadline satisfaction.

- Trains users in the use of new or existing applications. Encourages technological competence and confidence throughout the institution.

- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Completion of a Bachelor's Degree from an accredited college or university in computer information systems or a related field **AND** two (2) years of experience in the development of mission-critical applications,

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2. Six years (6) of experience in the development and maintenance of mission-critical enterprise-wide administrative software systems,

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3. Any combination of education and relevant work experience that would provide the knowledge, skills and abilities to perform the duties of this position.

4. Examples of relevant knowledge, skills and experience include:

   - Knowledge of principles and methods of online course magement systems and website and course management systems

   - Knowledge of PHP, HTML, Java, WordPress web platform and other website programing tools

   - Knowledge of remote hosting and cloud-based solutions for maintaining websites and course Management systems (CMS)

   - Skill in analyzing systems and problems and developing new or modified programs to meet user needs

   - Skill in preparing clear and concise program documentation, user problems, reports of work performed, and other written material

   - Ability to analyze, design, code, test and document programs

   - Ability to communicate effectively, both oral and written

   - Ability to establish and maintain effective working relationships with those contacted in the course of work

5. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Completion of a Master's Degree from an accredited college or university in computer science or a related field.

- Five (5) years' experience with application development, preferably in an educational environment.

- Experience with technical support, programming and database management for WordPress, Moodle and/or similar platforms.
- Experience with web development tools and/or products, such as WordPress, HTML, JavaScript, ASP.NET, XML, SQL/SQR, etc.
- Experience with legacy system migration (IBM, CICS, VSAM), data warehousing

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

Standard Office Equipment.

Revised: N/A