



DATE ISSUED: 08/15
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Senior Applications Developer – Oracle Human Resource Management System (HRMS)

JOB SUMMARY

This position is an **Oracle Human Resource Management System (HRMS)** applications development position. Working knowledge of multiple programming languages, technologies and business acumen is needed. Preferred skills include Oracle SQL and PL/SQL, Oracle HRMS applications, project management and software and database architecture. Responsibilities include user requirements gathering, gaps and system analysis, design, application programming, testing, database querying, reporting, and software implementation, integration and maintenance to support the Oracle HRMS enterprise system. This position provides technical leadership to mid and junior level developers, manages projects, and consults with users to identify current operating procedures and to clarify complex program objectives and providing direct planning, development and operational oversight for advanced information technology systems. Work is performed under the supervision of the Manager, Applications Development and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Manager, Applications Development

Supervises: As assigned

ESSENTIAL DUTIES - May include, but not limited to the following:

- Serves as technical expert and executes all phases of software design, development and implementation including research, requirements definition, analysis and design, coding, testing, documentation, implementation, training, and maintenance.
- Writes, modifies, debugs, implements and maintains software in a variety of platforms and in accordance with established standards.
- Modifies, repairs or expands existing processes to correct errors, increase efficiency, upgrade interfaces or improve performance.

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- Reviews coding reports, and other documents for accuracy, consistency, style, clarity and to ensure programming standards, development methodology and project management techniques are followed.
- Provides lead support, gaps and system analysis, development, integration and maintenance of information technology systems (system management).
- Provides lead support in defining, developing, and documenting software business requirements, objectives, deliverables and specifications on a project-by-project basis in collaboration with internal users and departments (project management).
- Provides lead support in defining software development project plans, including scoping, scheduling and implementation (project management).
- Supports systems and procedures for reporting of information resources and institutional data.
- Works directly with administrative and academic departments on design, applications and implementation of new or redesigned systems.
- Assists in development, testing and support of the institutional risk management program for business continuity, security and disaster recovery.
- Assists in planning and implementation of Office of Technology initiatives.
- Assists with acquisitions management, technology budgeting and resource allocation.
- Trains and mentors junior and mid-level application developers.
- Serves as a resource between the university and regulatory and governmental agencies, vendors and other organizations.
- Consults and/or collaborates with other Office of Technology teams on projects and integration issues to ensure that efforts are coordinated.
- May be required to work a flexible schedule, including nights, weekends and holidays.

ADDITIONAL DUTIES

- Manages team as needed
- Performs other duties as requested

EDUCATION

Bachelor's degree required. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis. ITIL Foundation (ITIL), Project Management (PMP) and/or Oracle Application Developer certifications preferred.

EXPERIENCE

Seven years job related work in computing and/or communications, education environment.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Knowledge:

- Technical proficiency in multiple programming languages, reporting, integration and developer tools, and database or software architecture
- Database design and development including logical/physical data model design.
- Extensive relational database and operating systems experience
- Detailed knowledge of software development processes and standards (coding standards, SDLC, etc.)
- Working knowledge of business principles and business and industry-specific terminology
- Building technology solutions that control costing, budgeting, risk and financial analysis.
- Quality Assurance concepts and procedures

Skills:

- Programming Languages: Oracle SQL and PL/SQL, Java
- Reporting and Integration: Oracle Report Builder, SQL Server Reporting Services (SSRS), SQL Server Integration Services (SSIS)
- Developer Tools: Oracle OA Framework, TOAD, Microsoft Visual Studio
- Oracle E-Business/HRMS Applications: Core Human Resources, Payroll, Advanced Benefits (OAB), Talent Management, Time and Labor (OTL), iRecruitment, Self Service HR Budget, XML Publisher, Approvals Management, Workflow, Oracle UPK
- Strong technical background, self-directed, self-motivated
- Capable of assisting with software and database architectural designs
- Capable of managing technical projects and experience with project management tools
- Excellent communication, interpersonal, organization, problem solving
- Documentation systems and knowledge database
- Extensive relational database and operating systems experience
- Source code control
- Stored procedures, functions, and triggers
- Case tools and integrated development systems
- Code libraries including third party libraries
- Compilers, interpreters, debuggers and editors
- Configuration management methods
- Profilers and logical analyzers
- Test system utilization
- Software lifecycle activities

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- Data flow and data structure modeling
- Relational, hierarchical and object oriented database architectures and structure
- Conflict Resolution
- Financial Analysis
- Leadership

Abilities:

- Ability to effectively balance multiple tasks.
- Ability to learn quickly, research and implement new technology and development tools
- Ability to gather, interpret and document business requirements
- Ability to identify technical problems, make recommendations, develop solutions, and complete technical projects
- Ability to refactor older source code or design into modular/reusable components.
- Ability to operate on independent judgement based on an understanding of organizational policies and procedures
- Ability to establish effective work relationships with students, faculty, staff, and the public
- Ability to communicate effectively -orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. May be required to lift or move 25+ pounds. May be required to work a flexible schedule, including nights, weekends and holidays.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management.

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Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.