

ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:

Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:

Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

APPLY ONLINE AT:

www.oneida-nsn.gov

POSITION TITLE: Client Server Senior Programmer Analyst
POSITION NUMBER: 01923
DEPARTMENT: MIS – Application Services
LOCATION: 909 Packerland Dr Green Bay WI
DIVISION: Internal Services
RESPONSIBLE TO: Manager Application Services
SALARY: E06 \$50,338/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: January 05, 2012
CLOSING DATE: Until Filled
Transfer Deadline: January 12, 2012
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

This is an advanced programming analysis and design position within a client server computer environment. The incumbent will provide system design and analysis, program code generation, system documentation and user training as needed. The primary focus of this position will be to develop requirements, design automated system solutions, and provide project management for the Business Units of the Oneida Tribe. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Analyze and design complex applications involving multiple interactive and batch programs in a client server environment
2. Interact with MIS customers for the purpose of understanding business needs and recommending system solutions to accomplish business unit goals.
3. Provide business solutions through application of technology, hardware, software, and/or process to support Business Unit needs.
4. Provide problem determination and resolution support for online systems.
5. Apply project management methodologies to support the design, and/or implementation of complex systems such as, work plans, system design, testing, needs assessment, process flows, project leadership and testing.
6. Provide information to internal MIS management as well as Business Unit management through formal and/or informal presentations.
7. Develop and maintain user and programmer documentation.
8. Organize and prepare data for customer analysis.
9. Provide technical representation to outside agencies, e.g. IHS, BIA, Financial Institutions, etc.
10. Participate as a team member on multi-departmental projects.
11. Provide user training on new or existing systems as needed.
12. Provide guidance and leadership to junior programmers.
13. Maintain awareness and understanding of industry technology changes and developments through appropriate training and education.
14. Assist in the development of system standards and Departmental Standard Operating Procedures.

JOB DESCRIPTION

Client Server Senior Programmer Analyst

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DUTIES AND RESPONSIBILITIES: (Cont.)

15. Assist in the development and maintenance of proper security controls for application software.
16. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
17. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
18. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk, sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear.
2. Occasionally stand, stoop, kneel, crouch, crawl, and lift and/or move up to twenty-five (25) pounds.
3. Work is generally performed in an office setting with a moderate noise level.
4. Must complete a Self Disclosing Physical Questionnaire prior to employment.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Skill with office applications in a business or classroom environment.
2. Ability to work independently or as a member of a team.
3. Ability to provide user training
4. Ability to communicate effectively with the user community on a non-technical level while still being able to translate user goals into automated processes.
5. Ability to develop and maintain professional relationships with a variety of individuals and groups in a complex, multi-cultural environment.
6. Ability to successfully cope with challenging conditions and situations.
7. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
8. Must be willing and able to obtain additional education and training.
9. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
10. Must pass a background security check prior to and during the course of employment with the Oneida Nation in order to meet the Employment Eligibility Requirements and/or the Tribal State Compact and/or the Tribal Gaming Ordinance as they pertain to the position and the location of the department.
11. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Experience in Client Server development in a sharepoint environment.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. A Bachelor Degree in Computer Science from an accredited college or university with five (5) years in the following; Programming in JAVA, Visual Basic, C++, HTML, CGI Script, dot net or similar client server development tools in a business environment, system design and analysis in a business environment using a formal development methodology, project management, experience organizing and presenting data to end users; and/or equivalent combination of education and experience.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**
2. Samples of Programming code if available.
3. Samples of system design and methodology used if available.