

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: NEW POSITION EXISTING POSITION

PART 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Pittsburg State University	9. Position Number	10. Budget Program Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Applications Developer Intern
3. Division President's Office		12. Proposed Class Title
4. Section Information Technology Services		HRS USE ONLY 13. Allocation 14. Effective Date 15. By _____ Approved 16. Audit Date: _____ By: _____ Date: _____ By: _____ 17. Position Reviews Date: _____ Date: _____ Date: _____ Date: _____
5. Unit		
6. Location (address where employee works) City Pittsburg County Crawford		
7. (check appropriate boxes) <input type="checkbox"/> Full time <input type="checkbox"/> Perm. <input checked="" type="checkbox"/> Inter <input type="checkbox"/> Part time <input type="checkbox"/> Temp. %		
8. Regular hours of work: FROM: TDB		

PART II - To be completed by department head, personnel office or supervisor of the position

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Jeff Burns	Assistant Director	Unclassified

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Jeff Burns	Assistant Director	Unclassified

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

The employee is responsible for the modification, maintenance, and development of new or existing systems/applications based on verbal or written requests from clients within the Administration & Campus Life division. The employee will work under the general supervision of their supervisor, receiving instruction with respect to details of assignments but is free to develop their own work sequences within established procedures. The employee will also work under the general supervision of the appropriate department director with respect to projects within their areas.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time (not less than 5%)		
Task #	Percent	
1	95%	Develop and maintain application software. Implement designs for new or modified application software. May assist more senior staff with validation by users and stakeholders. Implements data structures and data manipulation process to support application software designs, program, testing and user instruction. Use prescribed methods and automated tools to develop, debug, and/or document program code for business applications which meet objectives of design, cost and schedule, user and stakeholder requirements, and quality standards. Modify or document changes to existing program code and data structures to correct errors or change business functionality. Design, perform and/or document unit and integration tests of new or modified program code and user procedures. May assist in coordination of involvement of users and stakeholders. Work is generally reviewed through staff meetings and job status reports. A completed project, to be determined, will be required to obtain course credit.
2	5%	Other Duties as assigned.

22a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 Plans, staffs, evaluates, and directs work of employees of a work unit.
 Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employees on this position.

Title **Position Number**

23. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.
 Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
 Major program failure, major property loss, or serious injury or incapacitation.
 Loss of life, disruption of operations of a major agency.

Please give examples.

Since most of the University business processes are totally dependent on automated data processing systems, errors or bad judgment could result in processing delays, incorrect data, reporting delays, etc.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Employee will have daily contact with other staff within the Office of Information Services as well as within the Administration & Campus Life division. This would also include occasional contact with academic and administrative offices in relationship to the Administration & Campus Life information systems.

25. What hazards, risks or discomforts exist on the job or in the work environment?

The work is predominately sedentary and requires minimal or negligible physical exertion. The employee is normally seated; however the nature of the work allows for periods of standing or walking at will. The work environment involves normal everyday hazards and discomforts typical of offices, meeting and training rooms, or libraries. Comfortable levels of temperature, ventilation, lighting and sound are inherent in the work environment. Exposure to deviations from pleasant environmental conditions is only occasional. The likelihood of injury is remote.

There definitely would be a stress factor resulting from making system changes in timely manner to meet schedules.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Computer workstation, printers (daily)

PART III - To be completed by department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education-General

Per state specifications

Education or Training - Special or professional

Per state specifications

Licenses, certificates and registrations

Per state specifications

Special knowledge, skills and abilities

Per state specifications

Experience - Length in years and kind

Per state specifications

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

PART IV - Organizational Chart (Please attach.) Indicate classification title and position number.

Signature of Employee Date

Signature of Personnel Officer Date

Approved:

Signature of Supervisor Date

Signature of Agency Head or
Appointing Authority Date