



**MINNESOTA STATE**

Human Resources

*Your HR team for the system office*

## **Job Class: Information Technology Specialist 5 – Job 41759**

### **Working Title: Senior System Analyst**

**Who May Apply:** Open to all qualified job seekers

**Date Posted:** 9/12/2020

**Closing Date:** 9/28/2020

**Hiring Agency/Seniority Unit:** Minnesota State System Office/MAPE

**Division/Unit:** Minnesota State System Office IT

**Appointment Type:** Unlimited, Full-time

**Work Shift/Work Hours:** Day Shift

**Days of Work:** M-F

**Travel Required:** Yes - Occasionally

**Salary Range:** \$33.79 - \$57.78/hourly; \$70,553 - \$120,644/annually

**Classified Status:** Classified

**Bargaining Unit/Union:** 214 – MAPE

**Location:** External to system office applicants: Waite Park/St. Cloud  
System Office employees: Current location

**LFLSA Status:** Nonexempt

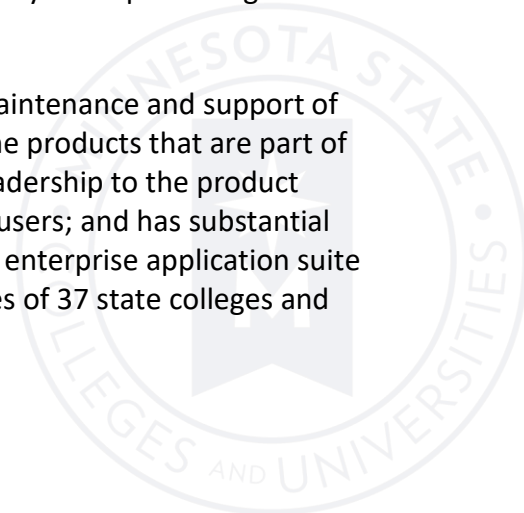
[Connect 700 Program Eligible:](#) Yes

### **Job Summary**

This position is in Waite Park, MN. Current System Office employees may remain at their current location.

Minnesota State is currently teleworking due to COVID-19, however, you may be required to go into the office 2-3 times a month.

This position leads functional analysis and solution design; oversees the maintenance and support of products; and leads the delivery of quality technical support for users of the products that are part of the Minnesota State enterprise application suite. This position provides leadership to the product support team; manages relationships with vendors, business owners, and users; and has substantial knowledge about both the business and technology. The Minnesota State enterprise application suite supports administrative business processes for the students and employees of 37 state colleges and universities.



Minnesota State is the largest single provider of higher education in the state. With 37 institutions, including 30 community and technical and seven state universities, Minnesota State serves 64 percent of the state's undergraduate student population.

We employ more than 15,900 dedicated faculty and staff focused on student success. We provide essential training and specialized certification options for business, industry, and professionals throughout Minnesota.

Benefits include excellent health and dental insurance, retirement package, tuition waiver at Minnesota State institutions (after three years of employment) and flexible working hours.

**Minnesota State System Office is proud to be a Minnesota Yellow Ribbon agency.**

### **Minimum Qualifications:**

**Resume must reflect all minimum qualifications. Please enter your experience in chronological order, including the month and year of employment.**

- A Bachelor's degree in information systems or related technology field OR equivalent combination of education and experience
- One of the following:
  - 6 years of progressive experience providing end-user support for enterprise level web-based or client-server business application software or technical integrations
  - 6 years of progressive experience in software development and configuration using multiple tools and technologies to deliver enterprise level web-based or client-server business software or technical integrations interacting with relational DB management systems or application programming interfaces
  - A combination of progressive experience providing end-user support and software development for enterprise level web-based or client-server business software or technical integrations, totaling 6 years
- Experience gathering, analyzing, and documenting business or technical requirements sufficient to adequately describe necessary software fixes and enhancements
- Experience with software development and configuration design techniques and the use of architectural patterns sufficient to design and build robust, stable, secure enterprise applications and integrations
- Understanding of the nature and operation of the components of the architecture in which an application is built, configured and deployed, including the server O/S and software characteristics, sufficient to design, build and maintain enterprise applications deployed into an on-premise data center and/or cloud computing solution
- Understanding of the principles of application security in the web environment and of how to apply those principles to coding and testing practices sufficient to design and build secure enterprise applications
- Strong leadership and mentorship skills sufficient to lead an enterprise technology project and to monitor and direct the work of other employees involved in development efforts

- Excellent communication skills sufficient to describe the value and importance of proposed efforts to business owners, to describe complex technology to the business in terms that they understand, and to collaborate and negotiate with stakeholders to deliver business value
- Strong planning and organizational skills with the ability to coordinate staff and delegate tasks
- Excellent problem determination, analytical and resolution skills to ensure root cause is identified quickly and problems are resolved completely and correctly
- Experience testing application software sufficient to establish robust testing strategies for enterprise applications and to provide reasonable assurance that products are free from defects
- Experience using the MS Office product suite (or comparable) sufficient to create and maintain user documentation, technical information, presentation materials, and software documentation

Minnesota State is unable to sponsor applicants for work visas. All applicants must be legally authorized to work in the US.

### **Preferred Qualifications:**

- Experience giving formal presentations
- Experience facilitating meetings, leading discussions and resolving issues
- Experience with Microsoft Office 365, Microsoft Azure, Java, Tomcat, Content Management Systems, GitHub, Linux, Oracle, SQL, Enterprise Logging Infrastructure, REST & SOAP APIs, JSON, XML, HTTP, Dell Boomi IPaaS
- Advanced information technology industry certifications, examples are: ITIL, CSSLP, CBAP, PPM, PMI-ACP
- Interpersonal and communications skills sufficient to work successfully with a diverse audience (administrative, technical and academic)
- Knowledge of user experience and usability principles that apply to user interface design
- Knowledge of user interface and documentation accessibility standards
- Experience working with systems and administrative procedures in a higher education environment

### **Additional Requirements:**

The successful candidate must submit to a background investigation prior to employment.

The background check may consist of the following components:

- SEMA4 Records Check (applies to current and past state employees only)
- Criminal History Check
- Employment Reference Check
- Social Security and Address Verification
- Education Verification

### **Other Information:**

Employment information for this position can be found in its collective bargaining agreement or its plan document at <http://mn.gov/mmb/employee-relations/labor-relations/Labor>.

## Why Work For Us:

At Minnesota State we promote the ability for our employees to move within the Minnesota State system of Colleges and Universities, located throughout the State of MN. To learn more, please visit: [Work at Minnesota State!](#)

At Minnesota State, we have a GREAT BENEFITS PACKAGE! Our generous benefits include 11 paid Holidays, Vacation Time, Sick Time, six weeks of Paid Parental Leave, low cost medical (\$35.04 per month single and \$239.02 per month family) and dental insurance with low deductibles (\$150 - \$1200), a Pension Plan, 457(b) and 403(b) retirement plans and other retirement investment options, pre-tax medical and dental expense (with roll-over option) and dependent care accounts, employer paid life insurance, short and long term disability, as well as professional development and a tuition waiver program for employees and their dependents, etc. We promote the health and well-being of our employees and take work/life balance seriously.

## How to Apply

External Applicants: Go to <http://www.mn.gov/careers>

Internal Applicants: Go to Self-Service/Careers

### Contact

If you have questions about the position, contact Jessica White at [jessica.white@minnstate.edu](mailto:jessica.white@minnstate.edu) or 651/201-1845.

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### Equal Employment Opportunity

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email [careers@state.mn.us](mailto:careers@state.mn.us). Please indicate what assistance is needed.