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

APPLY ONLINE AT:
http://oneida-nsn.gov

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

FIRST POSTING TO ENROLLED ONEIDA TRIBAL MEMBERS

POSITION TITLE: Client Server Programmer Analyst
POSITION NUMBER: 01921
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: July 21, 2016
CLOSING DATE: July 28, 2016
Transfer Deadline: July 28, 2016
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 position is an advanced programming position within a Client Server computer environment. The incumbent will provide system design and analysis, program code generation, testing system documentation and user training as required. The primary focus of this position will be to develop new automated systems and maintenance of existing software. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Develop and maintain automated systems on an Client Server environment
2. Interact with customers for the purpose of providing effective computer software solutions, problem resolution, service and support.
3. Participate as a member of a project team and/or work independently on programming projects.
4. Provide initial and/or follow-up user training with respect to system function and usage.
5. Provide and/or assist in system design which includes user interviews, needs assessment and coordinating with existing systems.
6. Develop and maintain user and programmer documentation.
7. Evaluate new software products to support user and/or programmer activities.
8. Assist in problem determination and resolution support for installed systems.
9. Assist in the development of system standards and Department Standard Operating Procedures.
10. Attend additional training as needed/required.
11. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
12. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.

DUTIES AND RESPONSIBLITIES:(Cont)

13. 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. Occasionally stand, stoop, kneel, crouch, crawl, and lift and/or move up to twenty-five (25) pounds.
2. Work is generally performed in an office setting with a moderate noise level.
3. 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 in programming in Visual Basic, JAVA, HTML, dot net, CGI script, or similar client server development tools.
2. Skill in system design and analysis in a business environment using a formal development methodology.
3. Skill in organizing and presenting data to end users.
4. Skill with office applications in a business or classroom environment.
5. Ability to work independently or as a member of a team.
6. Ability to provide user training.
7. Ability to communicate effectively with the user community on a non-technical level while still being able to translate user goals into automated processes.
8. Ability to develop and maintain professional relationships with a variety of individuals and groups in a complex, multi-cultural environment.
9. Ability to successfully cope with challenging conditions and situations.
10. Must adhere to strict confidentiality in all matters. (Must sign a confidentiality statement prior to employment.)
11. Must be willing and able to obtain additional education and training.
12. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
13. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.
14. 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 developing Mobile Applications.
2. Experience in Client Server development in an IBM midrange environment.
3. Experience in Project Management.
4. Experience in SharePoint.

MINIMUM QUALIFICATIONS:

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

1. Associate Degree in Data Processing or Computer Science from an accredited college or university; three (3) years of previous programming, design and analysis in a business environment; an equivalent combination of education and experience may be considered.

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.