Job Title: Senior Process and Enterprise Document Management Analyst

Job ID: 7137

Full/Part Time: Full-Time

Regular/Temporary: Regular

Job Code: 0400

Job Grade: Expert

Salary From: $6,249  Salary To: $11,074

Department: IT Bus Consulting Svcs-8280

Major Duties
Under general supervision of the Associate Vice President of Information Technology (IT), the Senior Process and Enterprise Document Management Analyst provides overall leadership, project management, process reengineering, strategic direction, high level technical support and consultation to stakeholders across the university that utilize document management systems such as: Hyland OnBase and DocuSign. The incumbent works with university areas to help them transition from paper-based processes to electronic processes; develop workflow enabled forms; provides day to day application administration of document management systems working collaboratively with Enterprise Application Development; and communicates with a variety of campus areas and provides knowledge and technical support to improve the area's business processes for documents using imaging, storage, creation of online forms, electronic signatures and workflow. Performs other duties as assigned.

Qualifications
Equivalent to graduation from an accredited four-year college or university in a job-related field. Five years of full-time, progressively responsible field-related experience, including one year of project management, team leadership, OnBase or other Enterprise Document Management system experience and systems implementation. Experience in Hyland OnBase System Administration (OCSA), Hyland OnBase Workflow Administration (OCWA); shell scripting language(s), Windows, Perl, Java Script or other scripting languages strongly preferred.

Knowledge, Skills, & Abilities
Extensive knowledge of: programming, systems analysis techniques, and systems development principles; and relational database principles. Knowledge of general analytical methods and techniques, as well as specific detailed knowledge and experience with various OnBase functions. Ability and specialized skills to: code, test, and debug software applications; provide ongoing project leadership to technical development staff; analyze problems and propose effective solution; understand functional and procedural requirements and develop alternative solutions; relate system solutions to departmental management and staff; and communicate effectively both orally and in writing; develop and make presentations; conduct meetings; develop and provide user training; and establish and maintain effective working relationships with others. Good communication skills needed for meetings and other discussions with end users to gather and synthesize requirements.

Pay, Benefits, & Work Schedule
The university offer an excellent benefits package.

The salary range for this classification is $6,249 - $11,074 per month.

The anticipated HIRING RANGE: $8,500 - $10,000, dependent upon qualifications and experience.
General Information
This position is a sensitive position as designated by the CSU.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

How to Apply
Candidates should apply by completing the CSUN on-line application utilizing http://bit.ly/HR_CSUN link and must attach a cover letter that addresses the qualifications above and a current resume, including names of three professional references. NOTE: Internal candidates should apply through the portal by accessing the View Job Openings/Apply link on the Human Resources/Employee pagelet.

Initial review begins September 28, 2017 and will continue until position is filled.

For more detailed information on the application and hiring process, please view the link below: http://www.csun.edu/careers/

Equal Employment Opportunity
California State University, Northridge is an Affirmative Action/Equal Opportunity Employer. We consider applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting Recruitment Services.

(9/15/17)