



**Job Title:** Digital Transformation Analyst  
**Job ID:** 511391  
**Full/Part Time:** Full Time  
**Regular/Temporary:** Regular  
**Job Code:** 0400 Analyst Programmer  
**Job Grade:** Career  
**Salary From:** \$4,372      **Salary To:** \$8,500 If applicable  
**Department:** IT Digital Trans Process

### Major Duties

Under general supervision of the Director of Digital Transformation and Process Improvement, the Digital Transformation Analyst provides project management assistance, strategic direction, analysis, technical support and consultation to departments across the university that utilize process improvement technology solutions such as the Hyland OnBase Document Management System, Adobe Sign, PeopleSoft, Box and others that enable automation, workflow, routing and e-signature digital transformation. The incumbent works with university departments on digital transformation efforts, transitioning from paper-based records and processes, developing automated workflow, as well as providing day to day application administration, troubleshooting and training.

- Assists in administering and ensuring continuous operation and stability of the OnBase Enterprise system, Adobe Sign platform, and other digital transformation related environments including troubleshooting, and working with technical support and/or other teams to resolve issues.
- Supports existing processes, workflow enabled forms, scanning, interfaces, and users and creates and/or implement enhancements to processes, workflow enabled forms, scanning, interfaces, and business functions as needed.
- Develops and maintains strong working relationships with IT support teams for enterprise integrated applications and campus users, understand business processes and opportunities to continue to drive digital transformation through the use of disparate technology applications.
- Actively engages with Hyland, Adobe, Box, Microsoft and other software vendors to understand new features as they are deployed to stay current with best practices.
- Creates and maintains procedures and other documentation as related to the administration of a variety of digital transformation systems.
- Performs other duties as assigned.

### Qualifications

- Equivalent to graduation from an accredited four-year college or university in a related field. Certification training and applied experience may be substituted for the required education, on a year-for-year basis up to two years.
- Three years of full-time, progressively responsible field-related experience. Project implementation and project management experience, preferred.

### Knowledge, Skills, & Abilities

- Knowledge of general analytical methods, techniques and troubleshooting, as well as specific detailed knowledge and experience with various OnBase and Adobe Sign functions, preferred. Project implementation and project management experience, preferred.
- Thorough knowledge of: programming and testing methods and techniques for software applications; knowledge of general analytical methods, techniques and troubleshooting, as well as specific detailed knowledge and experience

with various OnBase and Adobe Sign functions and generally accepted documentation methods. Thorough knowledge of PC/MAC based web browsers and related tools.

- Ability and specialized skills to: analyze problems; propose effective solutions; understand functional and procedural requirements; analyze problems and propose effective solution; understand functional and procedural requirements and develop alternative solutions; relate solutions to management, technical staff, and users.
- Ability to communicate effectively both orally and in writing; good communication skills needed for meetings and other discussions with end users to gather and synthesize requirements. establish and maintain effective working relationships with others; make presentations; conduct meetings; provide user training; and prepare programming and user documentation.

### **Pay, Benefits, & Work Schedule**

The university offers an excellent benefits package, including but not limited to; medical, dental, vision, retirement & savings, tuition waiver and more.

The salary range for this classification is: \$4,372 - \$10,792 per month.

The anticipated HIRING RANGE: \$4,372 - \$8,500 dependent upon qualifications and experience.

HOURS: Full-Time; 40 hours per week; Monday through Friday; may include evening and weekends.

REG: This is a Regular position with a one-year probationary period.

The position is currently hybrid (2 days in office, 3 days remote); however, this is subject to change based on student and/or operational needs.

### **General Information**

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](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 February 4, 2022 and will be considered in the initial review and review 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.

(3/10/22)