

JOB DESCRIPTION
San Diego County Office of Education

**FUNCTIONAL CONSULTANT, HUMAN CAPITAL MANAGEMENT
APPLICATION AND SYSTEMS DEVELOPMENT**

Purpose Statement:

Under administrative direction, the Functional Consultant, Human Capital Management Application and Systems Development is responsible for providing consultant/expert level hands-on functional application leadership in managing, designing, configuring, testing, and administering various components of a large scale complex PeopleSoft environment/platform supporting critical business functions utilized across the San Diego County Office of Education (SDCOE), school districts, and charter schools in the County.

Diversity Statement

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for ones actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Leads functional consultant level solutioning and projects for Enterprise Resource Planning (ERP) applications and responsible for the design, project development, and delivery of various PeopleSoft application modules, including configuration, reports, queries, interfaces, conversions, and implementation of large complex custom solutions.
- Provides process and leadership to project management, develop policies, procedures and standards based on IT best practice and ensures conformance with departmental and enterprise objectives.
- Proposes, leads and implements scalable, sustainable and cost-effective solutions and projects meeting internal and external customers' objectives.
- Analyzes problems/needs, researches possible solutions and implementations using existing functionality; implements, tests and presents solutions and recommends customizations if necessary.

- Documents detailed functional and design specifications and adheres to ERP methodology or standards.
- Responsible for the business/system requirements, design, configuration, security, and delivery of various PeopleSoft application development components, including reports, interfaces, conversions, and implementation of custom solutions.
- Conducts workshop or sessions to gather information for functional and system requirements.
- Identifies and documents business processes using process models (swim-lane, activity diagrams) including “as-is” (current state) and “to-be” (future state).
- Performs FIT-GAP analysis to develop options for gaining process efficiencies or converting to delivered functionality.
- Develops prototype material for user to demonstrate associated functionality and designs prior to delivery and full system testing.
- Manages the use of automated scripts for configuration items and migrating through for testing, environment syncs, and/or project release for go-live deployment.
- Creates and updates documentation for items like functional specifications, operating procedures, configuration, testing scripts, test data sets, test materials, training etc.
- Provides training or overview of technology and changes.
- Designs, plans, tests and implements remediation's which meet functional and technical specifications of a large PeopleSoft HR application. Responsible for defects and fix changes through testing cycles and environments.
- Conducts research by reviewing application functionality and utilizing Oracle's resources, PeopleBooks and PeopleSoft Technical forums.
- Troubleshoots operational and application issues.
- Provides guidance and specialized functional knowledge to internal and external contacts.
- Effectively communicates well-reasoned software solution expectations to internal customers, team members and other stakeholders.
- Collaborates and consults on functional solutions and configuration items for testing, environment syncs, and/or project release for go-live deployment.

Other Functions:

- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Application expertise in PeopleSoft HCM, including the application level, tools level, client interface and integration broker, application infrastructure and ERP architecture;

Principles and practices of enterprise business system functionality, structure, operations, implementation, analysis and design, build, test, and deployment;

California Payroll and associated regulatory laws;

Complex benefits plan administration, including system capabilities for enrollment, event maintenance and carrier interfaces;

State and Federal Benefit and Leave regulations;

Preparing process flow diagrams;

Conducting fit gap sessions with business users;

Peoplesoft functional business and system requirements for determining functional specifications;

Presentations using PowerPoint;

Conducting fit gap sessions with business users;

Designing and configuring PeopleSoft HCM software to solve business needs;

Best practices utilization;

Business cases development;

Test planning and test scripts;

Functional Training and system usages;

Processes and practices in implementing system testing and troubleshooting;

Processes and practices in developing technical systems documentation, including documenting and detailing functional and specifications across HCM;

Project management for ERP projects such as planning, scoping, process/requirements definition, design, development, testing, project tracking, project reporting, risk assessment tracking, conflict resolution tracking, documentation, and lessons learned;

Project management methodologies, including both waterfall and Agile;

Functional understanding of SQL, SQR, App engine, People code, Component Interface, and Fluid development;

Working knowledge of core tables and system processes for HR, Payroll, and Benefit Administration modules;

Security practices and procedures;

Understanding of Web Services and File Integration;

Standards and methodology for ERP lifecycle development;

Reusable component inventory and knowledge management;

Specific PeopleSoft software and tools such as:

- PeopleSoft HCM 9.2
- Security Design and Build
- Templates and Rule Programs
- Application components and programs for HR, Payroll, and Benefit Administration
- Creating Benefit Administration, and North American Payroll rules
- Ben Admin and Payroll Administration and Integration
- Building Calendars
- Rules and events debugging
- PeopleSoft Query Manager
- Process Scheduler
- Tree Manager
- Workflow
- Microsoft Office Suite

ABILITY TO:

Analytically and logically evaluate information, issues, and problems to generate a range of alternative solutions and courses of action with benefits, costs, and risks associated with each;

Provide functional leadership and hands-on support for the full HCM project's lifecycle, from initial analysis through post-implementation support;

Bring innovative ideas and technical solutions that maximize HCM functionality, which will require analysis and review of the agency's business or legacy process;

Reduce customizations where applicable without taking away functionality and/or requirements;

Implement and follow project management methodology as appropriate for the project, which may include waterfall and/or Agile components;

Manage commitments and complete assigned tasks, including regular communications on project status, changes, and needs;

Effectively communicate verbally and in writing on assigned work with a variety of project stakeholders, both internal and external;

Establish standards and methodology for HCM lifecycle development;

Use extensive experience and judgment to effectively plan and accomplish assigned goals within the specified timeframe;

Make effective technical presentations to individuals and groups;

Work effectively independently and as part of a team with minimum supervision and utilizing collaboration tools when project team members are in a different location;

Maintain confidentiality of information;
Demonstrate attendance sufficient to complete the duties of the position as required;
Reduce customizations where applicable without taking away functionality and/or requirements;
Use computer equipment, peripherals and software applications;
Make effective presentations to individuals and groups;
Provide accurate estimates of effort;
Provide status of projects and/or work assigned;
Maintain confidentiality of information;
Complete tasks thoroughly, accurately, and with attention to detail.

Working Environment

ENVIRONMENT:

Duties are typically performed in an office setting.
May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: A Bachelor's degree in computer science, information systems, or related field; and

Experience: A minimum of ten (10) years of advanced PeopleSoft application and analysis experience with at least four (4) HCM modules in multiple-entity or enterprise environments, including at least five (5) years of consulting experience as a Peoplesoft Implementation Consultant in a Lead position; three (3) full life cycles for PeopleSoft implementations on large complex projects; two (2) PUM updates.

Equivalency: A combination of education and experience equivalent to a Bachelor's degree in computer science, information systems, or related field and a minimum of ten (10) years of advanced PeopleSoft application and analysis experience with at least four (4) HCM modules in multiple-entity or enterprise environments, including at least five (5) years of consulting experience as a Peoplesoft Implementation Consultant in a Lead position; three (3) full life cycles for PeopleSoft implementations on large complex projects; two (2) PUM updates.

WORKING CONDITIONS & PHYSICAL ABILITIES:

ENVIRONMENT:

Duties are typically performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

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Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade Classified Management, Grade 050

Personnel Commission Approved: May 19, 2021

Revised: N/A