

## **JOB DESCRIPTION**

### **San Diego County Office of Education**

#### **SENIOR CONSULTANT, ENTERPRISE RESOURCES PLANNING APPLICATION & SYSTEMS DEVELOPMENT**

##### **Purpose Statement:**

Under administrative direction, the Senior Consultant, Enterprise Resources Planning (ERP) Application and Systems Development is responsible for providing consultant/expert level hands-on technical leadership in managing, designing, coding, configuring 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.

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##### **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 consultant level solutioning and projects for ERP applications, and is responsible for the design, project development, and delivery of various PeopleSoft application modules and PeopleTools, including 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.
- Designs, plans, develops, tests and implements technical solutions that meet functional and technical specifications of a large PeopleSoft application; utilizing application designer, application engine, PeopleCode, application packages, application messaging, component interfaces, Integration Broker, and AWE/workflow technology solutions.

- Analyzes problems/needs, researches possible solutions and implementations using existing functionality; implements, tests and presents solutions and recommends customizations if necessary.
- Conducts research by reviewing system definitions, security setup, program code in Application Designer, utilizing Oracle's resources, PeopleBooks and PeopleSoft Technical forums.
- Troubleshoots operational and application issues, complex queries, and implements appropriate solutions.
- Troubleshoots system and application issues within the SDCOE enterprise software space for the purpose of delivering optimal performance and highly available systems.
- Provides guidance and specialized technical knowledge to systems engineers, and other systems administration staff, ERP developers, analysts, users and ERP process owners.
- Effectively communicates well-reasoned software solution expectations to internal customers, team members and other stakeholders.
- Mentors junior staff members.
- Collaborates and consults on the use of automated scripts for configuration items and migrates them through 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:**

Technical and developmental expertise in the technical stack for HCM and FSCM, including the database level, application level, tools level, client interface and integration broker, middleware, the web layer, application infrastructure and ERP architecture;

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

Processes and practices in implementing system testing and troubleshooting;

Processes and practices in developing technical systems documentation, including documenting and detailing functional and technical specifications across all areas of platform(s);

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;

Extensive knowledge of SQL, SQR, App engine, People code, Component Interface, and Fluid development;

Database and data handling practices;

Security practices and procedures;

Web Services and File Integration;

Reusable component inventory and knowledge management;

Specific PeopleSoft software/programming languages/tools such as:

- PeopleSoft 9.2 HCM and FSCM
- Web Services and EIP's
- Application Designer
- Application Engine (AE)
- BI Publisher/XML Publisher
- Data Mover
- Integration Broker/Tools
- nVision
- Oracle (SQL, SQL Developer, SQL Plus)
- PeopleCode
- PeopleSoft Report Writer
- PeopleSoft Query Manager
- PeopleSoft Security
- PeopleTools 8.5x
- Process Scheduler
- SQR
- Tree Manager
- AWE/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 technical leadership and hands-on support for the full ERP project's lifecycle, from initial analysis through post-implementation support;

Bring innovative ideas and technical solutions that maximize ERP 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 ERP 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.

### **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 technical development and analysis experience with at least three (3) HCM and three (3) Financials 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) PeopleSoft upgrades, preferably PUM based; and five (5) Tools Upgrades; or

**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 technical development and analysis experience with at least three (3) HCM and three (3) Financials 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) PeopleSoft upgrades, preferably PUM based; and five (5) Tools Upgrades.

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 051

**Personnel Commission Approved:** May 19, 2021

Revised: N/A