Systems Administrator, Enterprise Resource Planning (ERP)

Purpose Statement
The job of Systems Administrator, Enterprise Resource Planning (ERP) is done for the purpose/s of designing, configuring, maintaining and the administration of various components of the enterprise resource planning ecosystem (Oracle PeopleSoft) to support critical business functions across SDCOE and the County; monitoring the overall health of the system and inventing ways to improve the system; designing security; and serving as the interface between systems DBAs, analysts, users, and developers.

Essential Functions
- Analyzes problems/needs, researches possible solutions that could be implemented using existing functionality, implement, test and present solutions, and recommend customizations as needed.
- Troubleshoots system and application issues, as well as complex queries, within the SDCOE enterprise software space for the purpose of delivering optimal performance and highly available systems.
- Researches, develops, and maintains software and system solutions to common systems and performance issues using appropriate development tools such as Application Designer, etc. as directed.
- Designs and maintains system security across all applications and environments, and provide extensive support for security-related matters to internal and external customers.
- Configures PeopleSoft systems components, including Process Scheduler, Integration Broker, Portal structure, and other related applications.
- Provides project management oversight and support as needed.
- Conducts research by reviewing system definitions, security setup, program code in Application Designer, utilizing Oracle's resources, PeopleBooks and PeopleSoft Technical forums.
- Collaborates with a variety of internal and external parties for the purpose of maintaining systems efficiencies.
- Deploys the latest releases of software in production that has been tested and approved through change management, for the purpose of separating of the duties and enhancing security at SDCOE.
- Updates and modifies Portal interface utilizing a combination of security settings, system configuration, development tools and custom HTML and CSS scripts.
- Designs and maintains complex workflow modifications and configuration.
- Documents system changes and configuration for new functionality.
- Analyzes and applies PeopleSoft patches (PeopleTools, PUM, etc.).
- Mentors and provides direction to other team members.
- Adheres to established security procedures for the purpose the protecting the hardware and data of SDCOE.
- Acts on service tickets for the purpose of providing service and support to clients.
Other Functions
• Performs other related SDCOE duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities
SKILLS are required to:
Operate standard office equipment including using pertinent software applications;
Facilitate meetings;
Plan and manage projects;
Apply curriculum and instructional techniques;
Prepare and maintain accurate records.

KNOWLEDGE of:
Maintaining and enhancing computing architectures and environments;
Specific PeopleSoft software/programming languages/tools such as:
  o Application Designer
  o Application Engine (AE)
  o BI Publisher/XML Publisher
  o Data Mover
  o Hyperion Planning tool
  o Integration Broker/Tools
  o nVision
  o Oracle (SQL, SQL Developer, SQLPlus)
  o PeopleCode
  o PeopleSoft Query Manager
  o PeopleSoft Security
  o PeopleTools 8.5x
  o Process Scheduler
  o SQR
  o Tree Manager
  o Workflow
Microsoft Office Suite;
Analytical techniques;
Application development;
Database and data handling practices;
Security practices and procedures.

ABILITY to:
Quickly develop a thorough technical and working knowledge of the technical environment of SDCOE and county school districts;
Identify and analyze potential system problems and identify mitigation solutions;
Use computer equipment, peripherals and software applications;
Make effective technical presentations to individuals and groups;
Utilize a variety of software applications and hardware;
Work effective independently and as part of a team with minimum supervision;
Organize and prioritize work;
Exercise appropriate judgment in making decisions;
Maintain confidentiality of information;
Demonstrate attendance sufficient to complete the duties of the position as required;
Complete tasks thoroughly, accurately, and with attention to detail.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

This position may be required to work occasional night and weekend hours to perform system administration, as needed.

**Experience:** Three (3) years’ experience performing PeopleSoft system administration functions.

**Education:** Bachelor’s degree in computer science, information systems, data management, or a related field.

**Equivalency:** A combination of education and experience equivalent to a bachelor’s degree in computer science, information systems, data management, or a related field and three (3) years’ experience performing PeopleSoft system administration functions.

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<tr>
<th>Required Testing</th>
<th>Certificates/Credential</th>
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<tr>
<td>N/A</td>
<td>Valid CA Driver’s License</td>
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<tr>
<th>Continuing Educ./Training</th>
<th>Clearances</th>
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<tr>
<td>N/A</td>
<td>Criminal Justice Fingerprint/Background Clearance</td>
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<td>Drug Test</td>
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**FLSA Status:** Exempt

**Salary Range:** Classified Management Grade 038

**Personnel Commission Approved:** **October 16, 2019**