

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**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.

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**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:

- Application Designer
- Application Engine (AE)
- BI Publisher/XML Publisher
- Data Mover
- Hyperion Planning tool
- Integration Broker/Tools
- nVision
- Oracle (SQL, SQL Developer, SQLPlus)
- PeopleCode
- PeopleSoft Query Manager
- PeopleSoft Security
- PeopleTools 8.5x
- Process Scheduler
- SQR
- Tree Manager
- 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;

Systems Administrator, ERP

Use computer equipment, peripherals and software applications;  
Make effective technical presentations to individuals and groups;  
Utilize a variety of software applications and hardware;  
Work effectively 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.

Required Testing  
N/A

Certificates/Credential  
Valid CA Driver's License

Continuing Educ./Training  
N/A

Clearances  
Criminal Justice Fingerprint/Background Clearance  
Drug Test  
Tuberculosis Clearance

FLSA Status: Exempt

Salary Range: Classified Management Grade 038

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