

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: FUNCTIONAL SYSTEMS ANALYST – PAYROLL

DEFINITION: Under general supervision, formulates concepts for, develops, and supports the implementation and upgrade of the Payroll System.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Consults with technical and managerial staff and end-users to gather information related to the functional business requirements of clients and recommends best practice information technology solutions to problems affecting business operations.

Collaborates with others to define system requirements, process designs, detailed business activities, data mapping, and data modeling to support the implementation and maintenance of the Payroll modules.

Analyzes and participates in the resolution of complex, unusual, urgent or sensitive configuration or master data issues.

Reviews technical policies to identify areas for improvement; recommends corrective actions to improve efficiency and business processes.

Participates in the building of business plans and strategic directions by formulating standards and processes for payroll procedures.

Prepares and compiles functional specifications to detail reports, enhancements, interfaces, forms, and conversions to be developed for complex solutions to the Payroll modules.

Communicates information to functional teams; coordinates with other teams on various integration points.

Reviews and provides guidance on materials such as business process procedure documents, test scripts, or unit system integration and user acceptance testing.

Initiates and maintains liaison with end users, programmers, subject matter experts, consultants, and others to accomplish assigned duties.

Participates in ongoing training on applicable software to remain proficient and up-to-date on system(s).

Attends a variety of meetings.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

A combination of education, training and/or experience that clearly demonstrates possession of the knowledge and abilities detailed below. A typical qualifying background would include five years of functional payroll work experience including significant work within a payroll system. School district and Oracle/PeopleSoft experience is preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Large-scale, complex computerized information systems and applications
Payroll and time reporting procedures, practices, and theories
Systems analysis and application development
Requirements, restrictions and applications of database concepts
Problem research techniques

ABILITY TO:

Quickly develop a thorough technical and working knowledge of the structure, applications and operation of assigned system(s)
Analyze complex technical data and draw valid conclusions
Identify improvements for business processes and supporting systems
Analyze functional requirements, apply governing rules and regulations, make recommended changes, and translate into best practices solutions within ERP
Determine business requirements and translate requirements for implementation design into functional specifications
Use computer equipment, peripherals and software applications
Make effective technical presentations to individuals and groups
Communicate orally and in writing
Provide technical leadership, guidance and assistance
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 routine tasks thoroughly, accurately and with attention to detail

WORKING CONDITIONS & PHYSICAL ABILITIES:Environment

Duties are typically performed in an office environment or training site. Position requires the ability to travel to and from school districts, SDCOE sites, and other training facilities throughout the county.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.

Established: 12/13

Approved by Personnel Commission: December 18, 2014