

JOB DESCRIPTION
San Diego County Office of Education

Senior ERP Functional Systems Analyst

Purpose Statement

Under general direction, the Senior ERP Functional Systems Analyst, is responsible for providing functional analysis and application knowledge to support the essential functions of the Enterprise Resource Planning (ERP) efforts in PeopleSoft Human Capital Management (HCM) modules including human resources, time and labor, payroll, leaves, recruiting, benefits, or retirement functions for the San Diego County Office of Education (SDCOE) and participating school districts and charter schools.

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 one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and the 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:

- Compiles and classifies user functional requirements and related data in shared information management systems used by the project team ensuring structure, work flow and content of assigned systems are effectively and efficiently developed.
- Provides requirements to the technical team to ensure system specifications and systems changes meet functional and business requirements.
- Assists with special projects as directed including working with other teams to facilitate cross training and coverage of all application areas.
- Utilizes technical understanding of ERP systems to perform the job function and support other teams (e.g. integration, reporting, process scheduling, Application Engine, coding, etc.).
- Maintains systems (e.g. system tables, application security, system configuration, etc.) ensuring proper system functionality, accuracy of data, and ongoing availability of systems.
- Documents and analyzes business system processes and workflow (Focusing on payroll, time and labor, absence management) identifying needed improvements based on industry standards and business needs.
- Collaborates with districts' system users, implementation experts and outside contractors in specifying system requirements, establishing work priorities and schedules, monitoring system/module development and implementation and evaluating system user feedback.
- Provides advanced end user support (e.g. system maintenance, report development, etc.) ensuring proper system usage and maintaining and enhancing existing systems.
- Serves as the liaison between SDCOE, client users, and other agencies and service providers to troubleshoot and resolve system problems related to the enterprise resources planning system as assigned.

- Assists SDCOE, school district, and charter school personnel on processes, best practices, and the administration of system features and functions.
- Develops, implements, and monitors project activities to meet project goals and objectives.
- Writes, reviews, disseminates, and manages overall project documentation including Requirements, Test Scripts, and Specifications.
- Facilitates constructive and productive group interaction, maintaining group commitment to goals and objectives which may include coordinating activities of specialized user groups.
- Participates in meetings, workshops, and trainings conveying and/or gathering information required to perform job functions.
- Researches topics required to manage assignments (e.g. issues, relevant policies, new federal and state statutes, staffing requirements, financial resources, etc.) developing new trainings, ensuring compliance with regulatory requirements, securing general information and responding to requests.
- Stays current on ERP trends and released functionality through research, training and networking.
- Tests and monitors the testing of developed application software ensuring delivered product matches defined requirements and expected functionality.
- May lead and participate in training staff as assigned.

Other Functions

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

Job Requirements: Minimum Qualifications

Knowledge and Abilities

KNOWLEDGE OF:

Principles and practices of enterprise business system functionality, structure, implementation, analysis and design;

Principles, practices, regulations, and reporting requirements of California public education human resources, payroll or financial functions;

Analyst functions including Requirements, Fit/Gap, Test methodology and execution, and Specification documentation;

Multiple ERP Modules to support all job functions;

Human resources, leave, payroll or financial business process analysis and modeling;

Enterprise computer and PC applications;

Work process analysis techniques;

Database management and analysis systems, concepts, and usage.

HCM Implementation lifecycle skills

Application configuration and functional specifications

Specific PeopleSoft HCM software.

ABILITY TO:

Translate business requirements into functional design

Gather, collate, and/or classify data; and use job-related equipment;

Work with data of varied types and/or purposes;

Analyze data utilizing defined but different processes;

Work with detailed information/data;

Apply logical processes and analytical skills;
Operate equipment using a variety of standardized methods;
Problem solve to analyze issues and create action plans;
Working effectively independently and as part of a team with minimum supervision;
Communicate with persons of varied technical knowledge and backgrounds;
Communicate effectively orally and in writing;
Adapt to changing priorities;
Drawing valid conclusions;
Generate a range of alternative solutions and courses of action
Set priorities, meeting deadlines and schedules;
Schedule activities, meetings, and/or events;
Maintain confidentiality;
Facilitate constructive and productive group interaction;
Work with a diversity of individuals and/or groups;
Establish and maintain effective working relationships.

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:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit 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; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

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

Experience: Five (5) years of PeopleSoft business and system analysis experience as a functional business and system analyst in an application system capacity. Including five (5) years experience with developing PeopleSoft functional specifications, fit/gap analysis, application design, application configuration for a full development life cycle of an HCM project implementation.

This position also requires experience and analysis with at least three (3) HCM modules: Absence Management, Benefit Administration, Time and Labor, Workforce Administration/Position Management, or Payroll. Including application configuration, data, and business processes for the three (3) modules.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid CA Driver's License

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen

Tuberculosis Clearance

Continuing Educ./Training

N/A

FLSA Status: Non-Exempt

Salary Grade: Classified Support, Grade 071

Personnel Commission Approved: May 18, 2022

Revised: N/A