

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

**Systems Developer, Enterprise Resource Planning**

**Purpose Statement**

The job of Systems Developer, Enterprise Resource Planning (ERP) is done for the purpose of designing, configuring, maintaining, and developing various application components of the enterprise resource planning ecosystem (Oracle PeopleSoft) to support critical business functions across SDCOE and the County; working with County Office technology staff, external hosting vendor's technology staff, business stakeholders, and users to create efficient use of application systems within the organization for business operations including Human Capital Management (HCM), Financials Supply Chain Management (FSCM), Enterprise Performance Management (EPM), Planning and Budgeting Cloud Service (PBCS), and other related functions.

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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 one's 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**

- Analyzes problems/needs, researches possible solutions that could be implemented using existing functionality, implements, tests, and presents solutions, and recommends 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 application-level solutions to common systems and performance issues using appropriate development tools such as Application Designer, Application Engine, PeopleCode, Component Interfaces, etc. as directed.
- Performs code reviews for peers.
- Gathers requirements and creates technical solutions that adhere to delivered functionality.
- Develops customized solutions through best practice PeopleSoft methodology.
- Maintains operational integrity of the environment and supports batch schedule and workflow automation.
- Designs system security across applications and environments, and provides 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 system efficiencies.
- Deploys and supports the latest releases of software. Ensures quality by testing releases of software or projects and following a standardized change management process.
- Updates and modifies Portal, MFA, web interfaces, and integration broker syncs utilizing a standardized and secure process.
- 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 of 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**

#### **Knowledge and Abilities**

##### KNOWLEDGE OF:

Human-centered and socially conscious leadership.

SDCOE's goals and objectives.

Maintain and enhance computing architectures and environments.

Specific PeopleSoft software/programming languages/tools such as:

- Application Designer
- Application Engine (AE)
- BI Publisher/XML Publisher
- Data Mover
- EPM (PBCS) budgeting tool
- Integration Broker/Tools
- nVision
- Oracle (SQL, SQL Developer, SQL\*Plus)
- PeopleCode
- PeopleSoft Query Manager
- PeopleSoft Security
- PeopleTools 8.55 or greater
- Process Scheduler
- SQR
- Tree Manager
- Workflow

Microsoft Office Suite.

Analytical techniques.

Application development.

Database and data handling practices.

Security practices and procedures.

#### **ABILITY TO:**

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness.  
Practice cultural competency while working collaboratively with diverse groups and individuals.  
Develop 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 effectively both independently and as part of a team with minimal supervision.  
Organize and prioritize work.  
Exercise appropriate judgment when 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**

##### **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.

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

#### **Education and Experience:**

**Education:** Bachelor's degree in computer science, information systems, data management, or a related field; and

**Experience:** Three (3) years of experience performing PeopleSoft system design and development functions with HCM and FSCM modules including non-intrusive customization and bolt-on development. Five (5) years of experience performing PeopleSoft development with architecture and tools preferred; or

**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 of experience performing PeopleSoft system design and development functions with HCM and FSCM modules including non-intrusive customization and bolt-on development. Five (5) years of experience performing PeopleSoft development with architecture and tools preferred.

Required Testing

N/A

Certificates/Credential

N/A

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: September 17, 2025**