

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

ADMINISTRATOR, PeopleSoft Business Analyst

QUALIFICATIONS

- Bachelor's Degree in Benefits Admin., Finance, Computer Science or closely related field OR Associate's Degree in one of these disciplines and five (5) years experience in Finance, HR, Payroll or Employee Benefits functional areas.
- Proficiency in functional capabilities and use of PeopleSoft ERP computer applications, specifically HR, Benefits and Payroll AND/OR Finance.
- Proficiency in written and oral communication skills.

REPORTS TO Supervisor of Information Services **SUPERVISES** No supervisory duties

POSITION GOAL

To collect and synthesize departmental business needs into process requirements, to collaborate with developers on system design, to define and execute test criteria and partner with clients to maximize satisfaction.

PERFORMANCE RESPONSIBILITIES

1. * Collect client business needs and prepare specification documents, per standards.
2. * Recommend innovative solutions to meet client needs, using knowledge of PeopleSoft functional capabilities.
3. * Coordinate and prepare high-level time and cost estimates for new PeopleSoft releases and projects.
4. * Define the application security structure and control procedures.
5. * Partner with developers to create high-level process design.
6. * Participate on design teams and in design walk-throughs.
7. * Develop test plans, including robust test cases, and execute.
8. * Assist with training of help desk and training personnel on new system features.
9. * Document and obtain sign-off from client on specifications, testing and support agreements.
10. * Serve as client interface from IS managing user expectations and maximizing client satisfaction.
11. * Perform as team leader on projects as assigned.
12. Perform other duties as assigned by the Supervisor of Information Services.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
AO-19-K\$77,694 - \$119,193
M12 D-258 H-1935

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **6**
EEO-5 Line **44**

Function **Vary**
Survey Code **77210**
Job Code **1430**

ADA CODES

2 Sedentary Work
3 A - C
4 Indoors

BOARD APPROVED

April 13, 1999