MAJOR FUNCTION

This is high-level administrative, supervisory and technical work serving as the manager over the technical PeopleSoft (HR/FIN) and KRONOS staff. This team's primary functions include developing and maintaining application standards, developing and implementing application changes through configuration and code changes. Works with the Senior ERP Systems Analyst to plan, test and coordinate updates and fixes to PS/KRONOS applications. Serves as the lead developer on all PS/KRONOS technical matters. Work is performed under the direction of the Assistant Director-Financial Services and is supervised through conversations, observations, meetings and by result attained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES

Essential Duties
Serves as lead developer in the day to day technical support to the functional team and ultimately the end users that use the financial (FIN) and/or human capital management (HCM) systems and KRONOS. This includes assigning tickets, issues, and resolutions to other ERP development staff and acting as the liaison between the functional team and the PSFIN & PSHR 3rd party service provider (COMS) of cloud services. Primary resource to coordinate patches, enhancements and other updates with the COMS team for PSFIN & PSHR & KRONOS. Works with functional staff and the COMS team to ensure that issues are timely resolved. Coordinates with functional and home office staff to plan and communicate maintenance/outages and other system initiatives. Advises Financial Services and TI management on technical matters relating to immediate and future resource needs. Recommends when ERP staff needs to be augmented with external expertise. Provide direct supervision to lower level ERP development staff as assigned by Financial Services management. Recommends the hiring, transfer, promotion, grievance resolution, discipline and dismissal of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases.

Other Important Duties
Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills
Thorough knowledge of information systems applications, system design life cycle, principles and practices of programming and project management techniques, as applicable to assigned responsibilities. Experience with PeopleSoft Financials/Human Capital Management, Kronos Timekeeper, or similar enterprise wide planning systems. Considerable knowledge of government technology operations. Ability to express oneself clearly and concisely, both orally and in writing, make public presentations and conduct training sessions. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to analyze facts and situations critically and objectively and arrive at sound conclusions. Skill in problem identification and resolution.

Minimum Training and Experience
Possession of a bachelor's degree in computer science, management information systems, systems administration or a related field and eight years of financials/human capital management/timekeeping Enterprise Resource Planning systems experience; or an equivalent combination of training and experience. Two years of supervisory/management experience is required. A master's degree in computer science may be substituted for one year of the required experience.

Established: 05-25-2019