



**PEOPLESOFT/ORACLE  
INFORMATION SYSTEMS ANALYST**

**Job Code: 187ISM  
Bargaining Unit: PEA  
March 8, 2013**

## **Position Summary**

Perform highly responsible professional work in the analysis, design, development, implementation and maintenance of PeopleSoft/Oracle Information Systems and provide systems analysis support for related information systems.

## **Supervision Received**

Report to a department manager.

## **Responsibilities**

The fundamental duties include, but are not limited to, the following fundamental duties.

Provide primary systems support for PSOFT/Oracle applications and troubleshoot complex problems, including:

- Performing upgrades, implementing bundles, implementing maintenance packs and implementing new modules.
- Supporting operational staff with day-to-day issues.
- Developing and maintaining queries.
- Developing and maintaining Structured Query Reports (SQR).
- Developing and maintaining XML Publisher reports for reporting.
- Developing and maintaining PeopleSoft Workflow procedures.
- Developing and maintaining PeopleSoft Integration tools used to integrate with third-party systems.
- Monitoring Process Scheduler for processes that result in a status of error or no success and taking corrective action.
- Monitoring the Integration Broker for transaction errors and taking corrective action.
- Confirming and correcting Integration Broker configuration in development environments after refreshing from production. This includes Gateways, Domains and Service Operations.
- Troubleshooting issues with user security, PeopleSoft on-line applications and processes including SQR, App Engine and BI Publisher.
- Troubleshooting browser and operating system compatibility, including internet options settings and clearing browser cache.

**Responsibilities (continued)**

Analyze complex data requests; query information systems to obtain this data; analyze data and present it to management in a format that can be utilized for making management decisions.

Review, analyze and evaluate PSOFT/Oracle Information System needs from a departmental and user perspective; make related recommendations to management.

Review business operations; analyze the potential for automation; recommend potential automated solutions to management.

Lead studies to evaluate new information system solutions; perform cost benefit analysis of new systems to support business operations/processes.

Assist with the development of a strategic plan for major systems projects; meet with department managers and end users to ensure the plan is within overall department objectives.

Develop project proposals, ensuring that the resources needed to conduct the project are available, coordinating the activities of the project and providing technical direction to staff involved with the project.

Actively participate in major system upgrades of vendor software applications and new module implementations; provide functional and technical support for the upgrade process.

Serve as liaison between other Business Operations departments and Instructional Technology; nurture a position relationship between the departments; assist with joint systems planning; work to resolve operational problems.

Develop strong partnerships with customers to understand how they utilize information management systems and analyze ways to better respond to customer needs.

Develop and implement effective systems processes; train users in these processes.

Coordinate or perform systems testing as needed.

Perform basis systems programming, systems analysis and write design specifications.

Contribute to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.

Perform other related duties as assigned.

**Knowledge, Skills and Abilities**

Considerable knowledge of PeopleSoft/Oracle information management systems.

Considerable knowledge of software application packages programming and support and database management techniques.

Considerable knowledge of client server concepts.

Working knowledge of basic mainframe security administration.

Working knowledge of systems analysis and design.

Considerable skill in troubleshooting computer software problems

Considerable ability to conduct needs analysis for user requirements and recommend goals and procedures for human resource information management systems.

Considerable ability to serve as a contributing member of project teams.

Considerable ability to interact effectively with persons representing diverse cultural and ethnic backgrounds and with those who are less familiar with systems concepts.

Considerable ability to effectively communicate, both orally and in writing.

Considerable ability to plan and prioritize the tasks of multi-task assignments.

**Minimum Qualifications**

Bachelor's degree in business administration, human resource administration, computer science, information systems or a related field and four years of systems or business analysis, software support or related work experience, one year of which must have been in a PeopleSoft environment. (Equivalent combinations of education and/or experience will be considered.)