



PEOPLESOFT INFORMATION MANAGEMENT ANALYST

Job Description Draft
April 1, 2013

Position Summary

Develop, implement and maintain finance, budget and/or human resource information support systems. Provide PeopleSoft system technical and functional support, including preparation, processing, problem resolution, follow up, table set-up and maintenance.

Reporting Relationship

Report to a department manager.

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Receive specific requests for data; determine the appropriate report information to be provided; respond to requests for these on-demand reports.

Confer and collaborate with business users regarding their information processing needs.

Develop the standard reports necessary for required regular reporting for the finance, budget and/or human resource areas.

Develop queries or write programs to obtain the requested information for either on-demand or standard reports.

Provide report analysis, interpretation and maintenance.

Support PeopleSoft financial and human resource software by maintaining workflow and security requirements; provide portal support.

Support district-wide training efforts for PeopleSoft, Hyperion and Business Intelligence.

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Responsibilities (continued)

Support Information System Specialists with assigned tasks and research issues.

Support day to day PeopleSoft technical requests from Finance, Human Resources and other district departments.

Provide system support on finance, budget and/or human resources databases (e.g., Laserfiche, School Account Management System and related databases); monitor and maintain system processes.

Assist with scheduling, troubleshooting and maintaining batch processes.

Coordinate system upgrades to ensure data integrity; assist Information Technology with system updates and testing.

Recommend procedural changes related to the finance, budget and/or human resource functions.

Suggest methods to update, simplify, and enhance processes, procedures, and technologies. Meet with department administrators, information systems staff and/or consultants to assist with defining system specifications for finance, budget and/or human resource information systems projects.

Perform other related duties as assigned.

Knowledge, Skills and Abilities

Data Analysis

- Is seen as expert in analyzing and interpreting data.
- Has considerable ability to work with detailed data and to convert such data into accurate and useful information.
- Uses interpretation of data to support decision-making and planning processes.

Technology Application

- Proficient in finance, budget and/or human resource systems.
- Provides support for others with system needs.
- Has considerable knowledge of the capabilities and limitations of information systems and data processing hardware and software.

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Knowledge, Skills and Abilities (continued)

Business Advisor

- Demonstrates a broad business perspective (i.e. understands the impact of decisions on the different business units and functions).
- Has considerable ability to establish effective working relationships with business user departments in order to cooperatively develop information systems that meet their needs.
- Has knowledge of the laws governing data privacy.

Teamwork

- Builds internal and external networks and uses them to efficiently create value.
- Consistently participates in and maintains a team environment by openly sharing information, exchanging ideas and coordinating activities.

Minimum Qualifications

A bachelor's degree in information technology, business administration, or a related field and four years of information management support experience. (Equivalent combinations of education and/or experience will be considered.)

Preferred Qualifications

- Knowledge of PeopleSoft.
- Knowledge of Business Intelligence and Hyperion.