

**Enterprise Business System Functional Expert - Human Resources or Payroll or
Financial**

Purpose Statement

The job of Enterprise Business System Functional Expert - Human Resources or Payroll or Financial is done for the purpose/s of participating as a human resources/benefits, payroll or financial expert in an integrated process team to collect and interpret information from systems users for business process analyses documentation of functional specifications, user acceptance testing, business process re-design and system user training and support.

Essential Functions

- Administers user acceptance tests for the purpose of capturing results and providing feedback to implementation experts and outside contractor.
- Collaborates with districts' system users, implementation experts and outside contractor in specifying system requirements for the purpose of establishing work priorities and schedules, monitoring system/module development and implementation and evaluating system user feedback.
- Compiles and classifies user functional requirements and related data in shared information management systems used by the project team for the purpose of ensuring that the structure, work flow and content of assigned systems are effectively and efficiently developed.
- Designs test plans and materials for workshops and in-services for the purpose of assisting trainers and users in understanding system work flow and functionality.
- Develops test data and scenarios, overseeing testing protocols and results for the purpose of verifying and validating output to assess system capability and performance to identify critical issues for resolution.
- Documents and analyzes business system processes and workflow (e.g. payroll, time and labor, absence management, etc.) for the purpose of identifying needed improvements based on industry standards and business needs.
- Facilitate constructive and productive group interaction for the purpose of maintaining group commitment to goals and objectives which may include coordinating activities of specialized user groups.
- Maintains systems (e.g. system tables, application security, system configuration, etc.) for the purpose of ensuring proper system functionality, accuracy of data, and ongoing availability of systems.
- Monitors translation of functional requirement to system specification, modification and enhancement for the purpose of ensuring systems meet identified objective and priorities.
- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Provides advanced end user support (e.g. system maintenance, report development, etc.) for the purpose of ensuring proper system usage and maintaining and enhancing existing systems.
- Researches topics required to manage assignments (e.g. issues, relevant policies, new federal and state statutes, staffing requirements, financial resources, etc.) for the purpose of developing new

trainings, ensuring compliance with regulatory requirements, securing general information and/or responding to requests.

- Serves as a technical and functional resource to system users for the purpose of providing consultation on the effective and efficient use of systems.
- Supervises analytical and technical staff as assigned for the purpose of ensuring their department and individual performance objectives are met.
- Tests and/or monitors the testing of developed application software for the purpose of ensuring that the delivered product matches defined requirements and expected functionality.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating dynamic and complex office equipment and systems; planning and managing projects; problem solving, logical thinking, preparing and maintaining accurate records; scheduling of activities, meetings and or events; gathering, collating and/or classifying data; using job related equipment; and utilizing pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: enterprise computer applications; PC applications; work process analysis techniques; human resources, payroll or financial business process analysis and modeling; principles, practices, regulations, and reporting requirements of California public education human resources, payroll or financial functions; principles and practices of enterprise business system functionality, structure, implementation, analysis and design; and database management and analysis systems, concepts, and usage.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating effectively orally and in writing; working effectively independently and as part of a team with minimum supervision; communicating with persons of varied technical knowledge and backgrounds; establishing and maintaining effective working relationships; adapting to changing priorities; setting priorities, meeting deadlines and schedules; working with detailed information/data; applying logical processes and analytical skills; maintaining confidentiality; facilitating constructive and productive group interaction; drawing valid conclusions; and generating a range of alternative solutions and course of action.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a department, large work unit, and/or across several small work units; tracking budget

expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally hazard free environment.

Experience Job related experience within a specialized field is required.

Education Bachelors degree in job-related area.

Equivalency Eight years of management experience in human resources/benefits, payroll management or school finance. Experience must include business process analysis associated with changes in agency wide software application as well as advanced system support activity.

Required Testing

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Maintains Certificates and/or Licenses

Criminal Justice
Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 44

Personnel Commission Approved: October 19, 2016