

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: Enterprise Business System Implementation Expert-Human Resources/Payroll

DEFINITION: Under general direction, to provide functional and technical Enterprise Resource Planning (ERP) expertise in the design, build, development, functional evaluation, testing, and functional execution of a large-scale enterprise business system implementation project including the human resources function configuration for human resources, talent management, employee self-service, benefits, position control, payroll, retirement, time and labor and attendance.

SUPERVISION RECEIVED AND EXERCISED:

Receives administrative supervision from the Enterprise Business System Project Executive Directors and/or the Chief Technology Officer. Responsibilities may include direct and indirect supervision of professional technical and support positions.

REPRESENTATIVE DUTIES

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Participates in an integrated process team as an ERP functional expert to collect and interpret information from system users for business process mapping and documentation of functional specifications for an ERP system; act as a lead in working with unit staff and vendor as it relates to the project and system design; develops functional business system design and specification; testing system test and require business processes and systems requirements by collaborating with project team members; collaborates with management staff as well as functional application or client district subject matter experts to determine business needs and ensure that results adhere to design specifications, business processes and standards; documents and analyses business system processes and workflow to identify specific areas of necessary change and opportunities for improvement; collaborates with the process engineers, system users and contract personnel to establish work priorities and schedules, monitor system/module development and implementation and evaluate system user feedback; develops technical training materials and presents workshops and in-services for system users.

NON-ESSENTIAL FUNCTIONS:

Performs other duties as assigned.

EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited institution of higher learning in business administration, public administration or human resources and five or more years of significant, directly related and progressively responsible experience in public personnel administration and at least two years in a management position requiring supervision of assigned staff. School district business experience is preferred.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Principles, practices, regulations, and reporting requirements of California public education human resources, talent management, benefits, employee self-service and position control

Implementation and practices for designing and deploying financial ERP systems

Principles and practices of enterprise business system functionality, structure, implementation, analysis and design

Business process analysis and process modeling

Project management techniques and computer-based project management systems

Computer-based data management and analysis systems

ABILITY TO:

Communicate effectively orally and in writing

Work effectively independently and as part of a team with minimum supervision

Organize and prioritize work

Meet continuous deadlines in a fast-paced environment

Exercise appropriate judgment in making decisions

Establish and maintain effective working relationships with those contacted in the course of work

Maintain confidentiality of information

Demonstrate attendance sufficient to complete the duties of the position as required

Complete routine tasks thoroughly, accurately and with attention to detail

Gather, analyze and interprets quantitative and/or qualitative data

Think critically and use facts and data in identifying problems, draw valid conclusions, and generate a range of alternative solutions and courses of action

Set expectation and performance standards and drive project performance to meet milestones, deadlines and quality objectives

Facilitate constructive and productive group interaction and maintain group commitment to goals and objectives

Make presentations and project a positive professional image in interacting with client, governing boards, project partners

Handle multiple competing priorities and schedules

Grasp independency of roles, systems and structures

Identify and meet the needs and expectation of customers

Exercise peer leadership in maintaining focus and promoting collaborative effort in a team

Identify new approaches to make improvements to systems

WORKING CONDITIONS & PHYSICAL ABILITIES:

ENVIRONMENT: Office environment

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations

Dexterity of hands and fingers to operate a computer keyboard

Seeing to read a variety of materials

DISTINGUISHING CHARACTERISTICS:

This position is distinguished from other enterprise business system classifications in that this position provides general human resources business processes subject matter expertise plus ERP expertise in the functional design in finance systems. The Enterprise Business System Functional Expert-Human Resources works on the project team as the public school human resources system expert for a specific business process in the development of functional requirements and functional system tests and is a liaison with business functional experts at user sites.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

A valid California driver's license and the availability of private transportation or the ability to provide transportation to and from urban and rural school/worksites is required.

Established: May 2014

Recommended to Personnel Commission: May 21, 2014

Approved by the Personnel Commission: May 21, 2014