THE SCHOOL DISTRICT OF PALM BEACH COUNTY, FLORIDA

BOARD MEETING ON JOB DESCRIPTIONS

October 18, 2006
5:00 pm

AGENDA

Recommendation:
I recommend the School Board approve the new job classification as submitted.

Description:
A.   PeopleSoft Functional Specialist

Financial Impact:

$429,865 (5 positions)

For Additional Information, contact:

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Darron Davis

Mark Mitchell

BOARD MEETING – OCTOBER 18, 2006
JOB DESCRIPTIONS

CHIEF ACADEMIC OFFICER/CHIEF OPERATING OFFICER

A)   PeopleSoft Functional Specialist
- Establish new job classification, PeopleSoft Functional Specialist, and assign to Salary Level 3 on the Supervisory Salary Schedule.
- Consult with users on system requirements, schedules, and planned implementation strategies; familiarize users with capabilities and limitations of data processing.
- Fiscal impact of $429,865 (5 positions) to be funded from existing budget

BOARD MEETING – OCTOBER 18, 2006
JOB DESCRIPTIONS

IMPACT ON CHILDREN IN THE CLASSROOM

CHIEF ACADEMIC OFFICER/CHIEF OPERATING OFFICER

ITEM	TITLE	ACTION*	IMPACT ON CHILDREN
A	PeopleSoft Functional Specialist	N	This position improves business processes allowing staff more time to devote directly to student centered activities.

*ACTION CODES:
J – Job Description Revision
N – New Job Description
R – Reclassification

TITLE: *PEOPLESOFT FUNCTIONAL SPECIALIST*

QUALIFICATIONS:
1. Bachelor's degree in information systems or directly related field; or an equivalent combination of a minimum of four (4) or more years of recent, successful experience in systems development of PeopleSoft applications.
2. Coursework must include systems analysis.
3. In-depth understanding of PeopleTools and two (2) years of PeopleSoft HRMS applications and/or PeopleSoft Financials/SCM may be required for certain positions.
4. Knowledge of mainframe, client/server and/or microcomputer data management needs.
5. Knowledge of current system development and maintenance methodologies appropriate to the position's job responsibilities.
6. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.

PERFORMANCE RESPONSIBILITIES:
Essential Functions:
1. Analyze user requests and administrative activities to determine scope of operational and informational needs.
2. Organize user task forces as needed to obtain functional requirements, design details, and approval of project direction.
3. Consult with users on system requirements, schedules, and planned implementation strategies; familiarize users with capabilities and limitations of data processing.
4. Participate in reviews of programs and systems development; perform feasibility studies and prepare project proposals; prepare specifications and develop timetables; develop and monitor system implementation plans.
5. Assist in the development of system databases and act as a resource to other staff.
6. Monitor project schedules to ensure that requirements are met; prepare progress reports on projects for supervisors and administrators.
7. Review and approve user guides and training materials.
8. Conduct system level testing and assist end-users with acceptance level testing; maintain a continuing liaison with users to ensure implementation and maintenance of systems.

Additional Job Functions:
1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 10/06
Salary Level: 3
Salary Range: $66,300 – $95,781
Bargaining Unit: S
Responsible to: Manager or Director

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.