FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2018

FUNCTIONAL ANALYST – HCM/PAYROLL

FLSA STATUS: EXEMPT - PAY GRADE: 25-P

JOB FAMILY: FISCAL SERVICES JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The HCM/Payroll Functional Analyst is primarily responsible for providing support to users on specific applications within the College's Enterprise Resource Planning (ERP) PeopleSoft system. This position has technical knowledge and is able to work with Information Technology team members to execute the technical functionality needed to execute system programing. Responsibilities include planning and implementation of new features, interfaces, conversations, troubleshooting, audit, end-user training, and process improvement analysis. The HCM/Payroll System Functional Analyst manages and administers the HCM Payroll PeopleSoft system for the Payroll Department. Individuals in this position are expected to maintain expertise in PeopleSoft and other relational systems and work directly with the Director of Payroll and Information Technology leaders at the College on the PeopleSoft HCM modules for Payroll, Time and Labor, and Commitment Accounting.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Advises the Payroll Department and other HCM divisional leadership on policies and procedures to identify new and innovative means to improve the efficiency and productivity of the HCM Payroll functions to include: System configurations, utilization, system stabilization, SQL, scripts, and other programing needs inclusive of payroll processing, time and labor, and commitment accounting, and system interfaces between other pillars and modules.

Maintains expert-level knowledge and ability in the initial setup, ongoing analysis and programming, and overall status in the assigned area(s) of the PeopleSoft HCM Payroll modules.

Assesses, evaluates, and implements functionality of the PeopleSoft system; coordinates the automation of processes, data management, running and building reports and queries.

Works directly with the other functional departments, divisional leadership and individual stakeholders in Payroll, State Reporting, Student Services, Finance, Human Resources, and Information Technology to ensure functional interactions and effective policies, processes, and practices that communicate and correlate with all affected and interested areas.

Assist the Director of Payroll in overseeing the integrity of all HCM Payroll systems and critical interfaces in and out of the Oracle database.

Acts as a subject matter expert on the PeopleSoft HCM Payroll solution with both internal stakeholders and interested members of the broader College community.

Works directly with the Director of Payroll and the Information Technology leadership team to plan, develop, manage, and implement new HCM Payroll technical ventures and existing HCM Payroll functionality; coordinates daily and term-based HCM Payroll processing, configuration, set up, testing new releases/enhancements, modules, and patches.

Troubleshoots system issues and documents processes and reconciles information with other areas within HCM.

In conjunction with the Director of Payroll, ensures compliance with all federal, state, and College policies.

Coordinates identification of needs and development of documentation for new and existing systems and functionality in the Payroll area.

Assist the Director of Payroll in the development and implementation of business processes, process workflow, application planning and updates and system security; monitors and reviews all processes and recommends enhancements and technical solutions to better the efficiency and service of the Payroll Department.

Plans periodic audits of information flowing into and out of Payroll/HCM modules to ensure data integrity and optimum system performance.

Participates in strategic meetings for the Payroll Department, identify and attend relevant conferences, user groups/networks and professional development opportunities for HCM Payroll to develop and expand institutional knowledge base for human resource and technical topics.

SUPERVISION RECEIVED
Supervision is received from the assigned administrator.

SUPERVISION EXERCISED
Supervision may be exercised over assigned staff.

MINIMUM QUALIFICATIONS:
Bachelor's degree from an accredited college or university supplemented by five (5) years of related experience in information technology, functional and technical application with PeopleSoft HCM Payroll, Time and Labor, and Commitment Accounting.

PREFERRED QUALIFICATIONS:
Bachelor's degree from an accredited college or university supplemented by seven (7) years of related experience in information technology, functional and technical application with PeopleSoft HCM Payroll, Time and Labor, and Commitment Accounting.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, brochures, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate effectively in standard English. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with staff, students, co-workers and supervisors.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; and to utilize high school algebra and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in operating modern office equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Effective 12/2018