



# THE COUNTY OF STANISLAUS

## INFORMATION TECHNOLOGY CENTRAL



## SOFTWARE ADMINISTRATOR I/II (PEOPLESOFT DEVELOPER)

\$72,612-\$108,555 Annually

Apply by February 3rd, 2023 at 5pm

Interviews tentatively scheduled for the week of February 13th, 2023

## ABOUT THE COUNTY

Stanislaus County is located in Central California within 90 minutes of the San Francisco Bay Area, the Silicon Valley, Sacramento, the Sierra Nevada Mountains and California's Central Coast. With an estimated 552,878 people calling this area home, the community reflects a region rich in diversity with a strong sense of community. The County is home to a vibrant arts community with the world-class Gallo Center for the Arts, a symphony orchestra, and abundant visual and performing arts. Stanislaus County is a global center for agribusiness, positioned by its mild Mediterranean climate, rich soils and progressive farming practices. The area is recognized internationally for agricultural innovation with wine, almonds, poultry, milk, cattle, and walnuts being some of the featured industries.

## ABOUT THE POSITION

IT Central is currently looking to fill one vacancy on the PeopleSoft Team. Incumbents will participate in the software development and testing process for the PeopleSoft HCM system. This position will focus on the maintenance and development of new PeopleSoft application features and enhancements, which includes the design and development of new pages, reports, interfaces, application engine programs, programming SQR (Structured Query Report), components, and implementation of custom solutions.



Software Administrator I

*For the full job description, including position description  
& typical tasks, scan the QR code or [click here](#)*



Software Administrator II

## THE IDEAL CANDIDATE

Stanislaus County Information Technology Central is looking for a bright, ambitious, customerfocused professional to join our team. IT Central is a dynamic workplace where we all strive to provide services to our customers in a responsive, progressive, and most importantly, friendly way. Candidates should be eager to apply their expertise and to learn new skills and approaches. Candidates will be challenged to broaden their horizons and step outside of their comfort zones. Candidates will need to function effectively in the service of their team's objectives. Candidates must be able to effectively communicate technical concepts to customers. The ideal candidate will be optimistic, self-motivated and believe in the power of technology to have a positive impact in the community we serve.



# MINIMUM QUALIFICATIONS

## KNOWLEDGE

### Software Administrator I

- Basic applicable development tools and applications which may include SQL, Java, Linux, Windows, GIS applications, enterprise resource planning, electronic health record and other enterprise-wide applications
- Basic Data Warehouse concepts, methodologies, and techniques
- Basic database design development, management, and ETL processes
- Routine maintenance, backup, and recovery processes
- Principles and practices of effective customer service
- Operations, services, concepts, terms, and activities common to a comprehensive, state of the-art information technology program
- Principles of database management.

### Software Administrator II

- Applicable development tools and applications which may include SQL, Java, Linux, Windows, GIS applications, enterprise resource planning, electronic health record and other enterprise-wide applications
- Data Warehouse concepts, methodologies, and techniques
- Database design, development, management, and ETL processes
- Maintenance, backup, and recovery processes
- Principles and practices of effective customer service
- Operations, services, concepts, terms, and activities common to a comprehensive, state of the-art information technology program
- Principles of records and database management.

## SKILLS/ABILITIES

### Software Administrator I

- Learn the operations and functions of an assigned business unit
- Assist with application deployment, support, and maintenance
- Basic troubleshooting and debugging of database problems
- Implement routine recovery plans
- Communicate clearly and concisely, both orally and in writing
- Analyze procedures and instructions and develop logical conclusions
- Learn to organize work, manage multiple priorities, establish procedures, and meet deadlines
- Reason logically, draw valid conclusions and make appropriate recommendation
- Keep current and maintain knowledge of emerging technologies in the areas of RDBMS, ETL processes and applicable programming languages and procedures
- Learn to install, maintain, repair and modify a variety of software applications
- Learn to write procedures and documentation for problems, solutions, and standards
- Communicate technical issues to individuals with varying degrees of information technology knowledge
- Establish and maintain effective working relationships with those encountered during the course of the work
- demonstrate, develop and support a strong commitment to customer service
- Work independently and as a cooperative, contributing member of a team
- Work with confidential and protected information and maintain confidentiality of data

# MINIMUM QUALIFICATIONS (CONT.)

## SKILLS/ABILITIES

### Software Administrator II

- Learn the operations and functions of an assigned business unit
- Perform application design, deployment, support, and maintenance
- Troubleshoot computer issues; Troubleshoot and debug database problems
- Implement recovery/maintenance plans
- Communicate clearly and concisely, both orally and in writing
- Analyze procedures and instructions and develop logical conclusions
- Organize work, manage multiple priorities, establish procedures, and meet deadlines
- Reason logically, draw valid conclusions and make appropriate recommendations
- Keep current and maintain a strong knowledge of emerging technologies in the areas of RDBMS, ETL processes and applicable programming languages and procedures
- Install, maintain, repair and modify a variety of software applications
- Write procedures and documentation for problems, solutions, and standards
- Communicate technical issues to individuals with varying degrees of information technology knowledge
- Establish and maintain effective working relationships with those encountered during the work; demonstrate, develop, and support a strong commitment to customer service
- Work independently and as a cooperative, contributing member of a team
- Work with confidential and protected information and maintain confidentiality of data
- Supervise staff, plan, assign and delegate work, monitor performance, take corrective action.

## EDUCATION/EXPERIENCE

### Software Administrator I

#### PATTERN I

- Equivalent to the completion of an Bachelor's Degree from an accredited college or university with major coursework in computer science, information technology, or a related field

#### PATTERN II

- Possession of an approved information systems technology certificate, or completion of an approved information systems training course or equivalent to an Associate's Degree from an accredited college or university with 30 units of computer related coursework

#### AND

- Two (2) years of related software administration, database management or related information technology experience

#### PATTERN III

- Three (3) years of experience equivalent to Technology Specialist II with Stanislaus County.

### Software Administrator II

#### PATTERN I

- Two years as a Software Administrator I with Stanislaus County

#### PATTERN II

- Equivalent to the completion of an Bachelor's Degree from an accredited college or university with major coursework in computer science, information technology, or a related field

#### AND

- Two (2) years of experience in database administration, software administration, GIS administration or related field.

#### PATTERN III

- Possession of an approved information systems technology certificate, or completion of an approved information systems training course or equivalent to an Associate's degree from an accredited college or university with major coursework in computer science, information technology, or a related field

#### AND

- Four (4) years of experience in database administration, software administration, GIS administration or related field.



## DESIREABLE QUALIFICATIONS

In addition to the minimum qualifications, applicant screening will focus on the following desirable qualifications. Please list any of these qualifications you may have within the "Duties" section of the online application.

- Two (2) years experience in software development using SQL Server as a back-end; AND
- Two (2) years experience working with the PeopleSoft Application, in particular, developing SQRs (Structured Query Reporter).

### License or Certificate:

- **Proof of education is required during application screening**
  - Attach copy of applicable Bachelor's Degree, Associate's Degree, transcripts, approved information systems technology certificate(s).
- Some positions may be required to possess and maintain a valid California Driver's License and meet County insurability requirements.

# Join our team & **make a difference** in Stanislaus County!

## RECRUITMENT INCENTIVES

### Employee Choice Bonus Plan:

Stanislaus County now offers an employee bonus worth up to \$10,000! Visit [stanjobs.org](http://stanjobs.org) for details.

### Career Ladders:

We offer valuable tools to help plan your career with Stanislaus County. Find ways to grow and develop within the organization—from Accounting to Public Safety to IT.

### Learning Institute:

Whether you're a new employee or looking to acquire new skills, our Learning Institute offers a chance to take on new challenges and ways to consistently hone and improve skills.

## WELLNESS BENEFITS

The Mission of Club Wellness is to facilitate and encourage the "good health" of the county workforce.

"Good health" is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.