



THE COUNTY OF STANISLAUS

INFORMATION TECHNOLOGY CENTRAL



SOFTWARE ADMINISTRATOR III (PEOPLESFT ADMINISTRATOR)

\$106,662 - \$129,646 Annually

Apply by September 15, 2023, at 5pm

Oral interviews tentatively scheduled for the week of September 18, 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.

Delivering Efficient Public Services Stanislaus County!

THE IDEAL CANDIDATE

Stanislaus County Information Technology Central is looking for a bright, ambitious, customer-focused 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.

Information Technology Central

prioritizes delivering efficient public services and infrastructure to benefit residents and businesses

For more information on Information Technology Central, scan the QR code or visit www.stancounty.com/itc



THE POSITION

This is the advanced journey level professional class in the Software Administrator series. The position requires Payroll, Human Resources (HR), and Benefits Administration knowledge, as well as supervisory skills. The successful candidate will be responsible for supervising the technical staff in the support of the County's Oracle-PeopleSoft HCM system. The Software Administrator III will provide technical and application expertise in the County's various PeopleSoft modules. This position will be the County's technical lead in future upgrades and will provide direction and supervision to other technical staff, software administrators and technology specialists in the support of the HCM system.

The incumbent is responsible for the general maintenance of the Oracle-PeopleSoft HCM system which includes application upgrades, updates, and enhancements to the system. The Software Administrator III will provide technical and functional expertise and support for the PeopleSoft HCM system. This position will inform and instruct the various department and agency representatives throughout the County concerning these changes and updates. The incumbent may act as a liaison between the Information Technology Central (ITC), Auditor-Controller's Office (Payroll), Chief Executive Office (Human Relations Division and Risk Management Division), StanCERA (retirement agency), County departments and related agencies for the installation of required HCM system upgrades and enhancements.

TYPICAL TASKS

- Work closely with HR, Benefits, Payroll, and Time and Labor module leads in the creation of processes to meet the needs of the various County memorandum of understanding agreements;
- Work closely with outside customers in the creation and maintenance of interfaces from the HR, Benefits, Payroll and Retirement modules;
- Supervise technical staff in maintaining, upgrading and updating the HCM system;
- Coordinate all functions and activities related to the design, documentation, testing and implementation of all computerized HCM programs;
- Assume responsibility for all enhancements to the HCM system as they affect all module processing;
- Oversee the maintenance, improvement and monitoring for the HCM modules;
- Apply new system requirements per Memorandum of Understanding agreements; service needs due to diverse department and related agency requirements; Federal and State payroll requirements;
- Determine utilization and efficiencies within a complex HCM application;
- Train, supervise and evaluate the work of others;
- Communicate effectively both in oral and written form;
- Answer difficult technical questions from both staff and departments regarding the HCM system; and
- Use personal computer and related software experience, including Excel, Access, Word, and Power BI;
- Administer and support PeopleSoft maintenance, implementation, updates, and upgrades using technologies such as PeopleSoft Image, PeopleSoft Update Manager (PUM), and PeopleSoft Applications;
- Develop proficiently with advanced programming skills using technologies such as PeopleTools, PeopleSoft SQR, SQL coding, and PL/SQL coding;
- Support mission-critical, highly-reliable systems;
- Demonstrate knowledge of best practices regarding installation, configuration and administration of IT systems including security and protection of sensitive data; and
- Communicate complex technical information to audiences of all levels.



MINIMUM QUALIFICATIONS

KNOWLEDGE

- 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; and
- Principles and practices of project management.

SKILLS/ABILITIES

- Learn the operations and functions of an assigned business unit;
- Perform application design, deployment, support, and maintenance;
- Troubleshoot and debug database problems;
- Implement recovery/maintenance plans;
- Supervise staff, plan, assign and delegate work, monitor performance, take corrective action;
- Manage project teams and user groups;
- 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 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; and
- Work with confidential and protected information and maintain confidentiality of data.

EDUCATION & EXPERIENCE

PATTERN I

- Two years as a Software Administrator II 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 journey experience in database administration, software administration, GIS administration or related field; supervisory experience desirable.

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 journey experience in database administration, software administration, GIS administration or related field; supervisory experience desirable.

License or Certificate:

Proof of education is required for verification purposes at the time of application. Applicants who are unable to submit proof, must call (209) 342-1737 to make other arrangements. Failure to submit proof will result in disqualification. Foreign education diploma requires equivalency evaluation to be attached at time of application.

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 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.

CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Classified Service of the County and is assigned to the Technical Services bargaining unit for labor relations purposes.

Individuals who are in a full-time classification position are required to serve a twelve-month probationary period, which may be extended an additional six months, for a total of eighteen months.

This position is subject to overtime, standby, weekend, holiday, shift, and callback assignments as identified in the MOU (Memorandum of Understanding).

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website
<http://www.stancounty.com/riskmgmt/risk-dm-jta-class-sub-main.shtm>

APPLICATION PROCEDURES/FINAL FILING DATE

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

Resumes will not be accepted in lieu of a completed application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Relations.