

Job Description



Position: PeopleSoft Programmer Analyst
Department: Information Technology
Reports To: Director Application Services

Job Summary:

The PeopleSoft Programmer Analyst's primary responsibility will be to provide production support for PeopleSoft Financials 8.3. Support will involve the maintenance, troubleshooting and development of application modules and internal/external interfaces. Position requires strong written and oral communication skills and the ability to work with business functions to comprehend business requirements for system development and modifications.

Essential Job Functions:

Use of PeopleTools and other PeopleSoft development tools to perform enhancements, fixes and customizations to our PeopleSoft application, provide production support, and develop reports and queries for end users. Candidate will work with project managers and end users to help prepare functional and technical requirements for designing solutions in line with business needs while staying consistent with the application architecture.

Must be technically oriented (good problem solving and troubleshooting skills), excellent communication skills (both written and verbal), self motivated and self directed, good multi-tasking skills, quality oriented, flexible, and committed to successful on-time completion of tasks.

- Gathering requirements, designing, building and testing of production fixes and enhancements per client specifications
- Creates requested documentation supporting system code, design and testing
- Develop test plans, test scripts, test cases and test data; to include conducting system testing as well as reporting the results of testing
- Perform maintenance and development work in a manner that is consistent with company standards and procedures
- Report time and progress as requested by project manager and/or project lead
- Responsible for maintaining a general awareness of HRT's EMS
- Responsible for handling all related job responsibilities in accordance to HRT's Environmental Policy, relevant EMS Standard Operating Procedures, and Emergency Management Plan
- Manage records created and received in compliance with the Hampton Roads Transit Records Management Policy and Procedures.
- All other duties as assigned

Required Knowledge, Abilities and Skills essential to Job Functions:

- 4+ years Technical PeopleSoft HRMS experience with SQL, SQR, PeopleTools, PeopleCode, PS/Query and Application Engine
- 4+ years PeopleSoft HRMS experience specifically with HR Benefits Administration and two or more of the following HCM modules: Payroll, Time and Labor or Recruiting
- Demonstrated experience developing application customizations, interfaces and reports
- Excellent issue resolution (problem diagnosis), analytical and troubleshooting skills
- Ability to effectively and efficiently manage work and maintain focus on assigned tasks
- Ability to consistently follow through on assigned tasks and meet deadlines

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- Must have strong writing skills and be able to create functional specifications, technical design documents, and unit test scripts, etc.
- Technical proficiency in developing user reports with PS/Query and nVision including the ability to write queries for testing/validating source system data
- Strong verbal and written communication skills
- Strong focus on quality and customer satisfaction
- Both self-disciplined and self-motivated
- Working knowledge of Microsoft Windows products (Excel, Word, Access)
- BA/BS or equivalent experience

Nice to Have:

- Experience with Component Interface
- Experience with Workflow
- PeopleSoft Financials technical experience in two or more of the following Financial modules: Accounts Payable, Accounts Receivable, General Ledger or Purchasing
- Knowledge of Windows XP and Windows Server 2000 & 2003

Qualifications:

Training and/or Education:

BS in Computer Science, Management Information Systems, Information Systems or Related Technical Field

Required Experience:

4 years technical experience with PeopleSoft HRMS 8.3 (or later version) in a Windows/Oracle environment.

Licenses or Certificates:

None

Special Requirements:

None

FLSA Status:

Exempt

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work requires high-speed operation of keyboard devices. Also requires lifting and transferring of computer equipment as needed.

Unusual Demands:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work involves meeting multiple demands on a timely basis.

This job description summarizes the essential duties required for this position but in no way is inclusive of all duties. Other related duties may be assigned as needed by department head or supervisor. All changes must be requested through the Organizational Development and Human Resource Department.