CAPPS HR/Payroll Deployment Analyst

JOB POSTING #:	3H12.15
STATE CLASSIFICATION #:	0257
STATE CLASSIFICATION TITLE:	Systems Analyst VI
SALARY GROUP:	B26
VACANCIES:	1
CLOSING DATE/TIME:	Continuous
SALARY:	$5,784.58 - $8,500.00 Monthly $69,414.96 - $102,000.00 Annually
LOCATION:	Austin, TX (LBJ), Texas
DEPARTMENT:	Fiscal Management

GENERAL DESCRIPTION:

Performs highly-advanced (senior level) consultative and systems analysis work in the planning, development, and implementation of enhancements to the statewide financial systems and other related applications, including enterprise resource planning (ERP) initiatives. Work involves collaborating with other divisions within the Comptroller's Office and other state agencies and institutions of higher education. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

Project Management: Provides all customer-facing responsibilities in support of the CAPPS deployment efforts for Central agencies in accordance with established prototyping methodologies. Project management duties include, but are not limited to:

- Performs scoping followed by configuration and prototyping based on direct interaction with designated agency personnel and in accordance with best practices.
- Analyzes fits/gaps and determines impact to business processes.
- Develops functional design documents for required system enhancements.
- Coordinates conversion activities.
- Validates all system tests results.
- Trains designated agency personnel.
- Coordinates "go live" cutover.
- Provides on-site support as assigned.
- Performs all duties within approved project scope and on schedule according to project milestones, deliverables and due dates.

Provides CAPPS HR/Payroll deployment support primarily for the Payroll module and performs all duties associated with HR/Payroll/SPRS Integration. All module deployment efforts are expected to account for the system interdependencies with other modules, impact to the production instance of CAPPS, legacy systems, reporting needs, and overall data integrity.

System support: Provides highly-advanced consultation and analysis of the CAPPS production system for both Central and Hub instances as requested. Production support duties include, but are not limited to:

- Evaluates business needs, analyzes processes and creates business cases for changes and process improvements.
- Reviews estimates for system enhancements needed for deployments and assists in prioritization of technical efforts.
- Identifies problems and proposes innovative solutions.
- Develops reporting and system requirements.
- Provides system expertise and functional support throughout the application development and application change processes.
- Communicates complex concepts both verbally and in writing.
- Maintains all associated documentation.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS REQUIREMENTS:

Education:

- Graduation from an accredited four-year college or university with a Bachelor's degree or higher.
- Complete copies of college transcripts must be furnished to the divisional hiring representative at the time of the interview for positions requiring a college degree, and/or specific educational credits.

Preferred Education:
Graduation from an accredited four-year college or university with a Bachelor's degree in business, public administration, communications, computer science, computer information systems, management information systems.

Experience:

- Six (6) years experience in process or systems analysis work on any one or combination of the following: general ledger/commitment control, purchasing/e-procurement, accounts payable, billing/accounts receivable, inventory, asset management, project costing, customer contracts, grant accounting, planning and budgeting, human resources, time and labor, position management, payroll, performance management, learning management, talent acquisition management, and employee/manager self-service systems.
- Two (2) years experience working with PeopleSoft Financials modules, PeopleSoft Human Resource/Payroll modules, or PeopleSoft Supply Chain Management modules.

Preferred Experience:

- Developing requirements, analyzing, designing, developing, testing and implementing components of the Comptroller's statewide financial systems (Centralized Accounting and Payroll/Personnel System, Human Resource Information System, Standardized Payroll/Personnel Reporting System, Uniform Statewide Payroll/Personnel System, Texas Identification Number System, State Property Accounting System and Uniform Statewide Accounting System).
- Experience working with PeopleSoft Financials modules, version 8.8 or higher, or PeopleSoft Human Resources/Payroll modules, version 8.3 or higher, or PeopleSoft Supply Chain Management modules, version 8.8 or higher.
- Experience working with Texas state government processes, policies and procedures.
- Experience creating training curricula, conducting training classes, and evaluating training classes or programs.
- Experience managing large projects and programs.
- Experience participating in ERP initiatives.

Substitution:
One (1) additional year of experience in process or systems analysis work on any one or combination of the following: general ledger/commitment control, purchasing/e-procurement, accounts payable, billing/accounts receivable, inventory, asset management, project costing, customer contracts, grant accounting, planning and budgeting, human resources, time and labor, position management, payroll, performance management, learning management, talent acquisition management, and employee/manager self-service systems. work may substitute for thirty semester hours of educational requirement with a maximum substitution of 120 semester hours (four years).

License(s)/Certification(s):
Project Management Professional (PMP), Certificated Public Accountant (CPA), Certified Payroll Professional (CPP), Professional in Human Resources (PHR), Society for Human Resource Management-Certified Professional (SHRM-CP), Senior Professional in Human Resources (SPHR), Society for Human Resource Management-Senior Certified Professional (SHRM-SCP), PeopleSoft Certification

Note:
Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in Signal Corps, Network Operations and Systems, Cyber Systems Operations or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position. Please call Human Resources at 512-475-3560/800-531-5441 for more information or assistance.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Software development life cycle methodology
- Software change control processes
- Structured query language
- Human resources, payroll, and accounting processing procedures

Skill in:

- Using standard office software and equipment
- Performing business or systems analysis using a defined methodology
- Using a personal computer in a Windows environment and Microsoft software
- Identifying and analyzing resources needed and actions to be taken to ensure division needs are met with a quality product (Research, Analysis and Verification)
- Prioritizing, identifying and communication project resources and updates needed to complete multiple projects concurrently within scheduled deadlines (Project Management)
- Using effective written and verbal communication to convey information in a clear, concise manner (Communication)
- Identifying and resolving problems by using strong analytical techniques, innovative approaches and taking initiative in preventing and solving problems (Problem Solving)

Ability to:

- Willingly share information and expertise with others
- Identify and communicate personal training and development needs to supervisor with personal development plan at the beginning of each appraisal cycle; attend, apply and share training information with section personnel (Training and Development)
- Establish and maintain working relationships with co-workers, agency staff and management to achieve common goals (Teamwork)
- Plan, organize, and prioritize multiple assignments to effectively manage a fast paced and changing work environment without compromising accuracy (Adaptability)
- Consistently meet internal and external customer needs and expectations in a professional manner (Customer Service)
- Act in the best interest of the agency, maintain confidentiality and continually strive to improve self and job performance (Professional Conduct and Development)
- Maintain confidentiality and protect the privacy of state employees, taxpayers and other members of the public (Privacy and Information Security)
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Work hours:
8 a.m. to 5 p.m., 40 hour work week, Monday through Friday. May occasionally work evenings, weekends or holiday. Hours may change based on business needs.

Travel:
5% or less

Physical Requirements:
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.

This position requires the incumbent to primarily perform sedentary office work; however, mobility (standing and walking) is routinely required to carry out some duties. It requires extensive computer, telephone and client/customer contact. It requires the ability to bend, stoop, kneel, and reach as needed for filing and similar routine office duties. The job also requires normal cognitive abilities requiring the ability to learn, recall, and apply certain practices and policies. It requires the stamina to maintain attention to detail despite interruptions. Marginal or corrected visual and auditory requirements are required for reading printed materials and computer screens and communicating with internal and external customers.

NOTES:

- Applicants may be asked to participate in a skills demonstration and/or presentation.
- Salary is contingent upon qualifications and is subject to salary administration and budgetary restrictions.
- CPA employees in the same job classification, if selected, will be laterally transferred with no increase in salary. (An example might be an Accounts Examiner III in Revenue Administration who moves to an Accounts Examiner III in the Enforcement division.)
- Complete copies of college transcripts must be furnished to the divisional hiring representative at the time of the interview for positions requiring a college degree, and/or specific educational credits.

VETERANS:

We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen.

IMPORTANT NOTE TO ALL APPLICANTS:

Unless otherwise indicated on specific postings, regular attendance is an essential job requirement of all positions. Your application for employment with the Comptroller of Public Accounts may subject you to a criminal background check. All positions requiring a degree and/or licensing require proof of degree and/or license at time of interview. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Only applicants scheduled for interviews will be contacted.

Thank you for considering employment at the Comptroller of Public Accounts! The Comptroller's office is an equal employment opportunity employer.

APPLICATIONS MAY BE FILED ONLINE AT: Position #3H12.15
http://www.comptroller.texas.gov/careers/ CAPPS HR/PAYROLL DEPLOYMENT ANALYST
JS

111 East 17th Street #124
Austin, TX 78774
512-475-3560

human.resources@cpa.texas.gov

CAPPS HR/Payroll Deployment Analyst Supplemental Questionnaire

* 1. Your responses to the questions below must also be stated in the appropriate sections of your state application. For example, if the position requires experience using MS Word and/or MS Excel, that experience must be indicated in the Duties and Responsibilities section. Please certify that all the information concerning your application is true and complete, and that you understand that any misstatement, falsification or omission may be grounds for refusal to hire or if hired, termination. Click "Yes" that you have read and understand this statement.

❏ Yes

* 2. Which best describes your level of education?

- ❏ JD or PhD
- ❏ Master's degree
- ❏ Bachelor's degree
- ❏ 90 semester hours
- ❏ Associate's degree
- ❏ 60 semester hours
- ❏ 30 semester hours
- ❏ High School or GED
- ❏ None of the above

* 3. Do you possess a degree from an accredited college or university in one of the following concentrations? (The degree received must be included on your application under "education" in order to receive credit. Check all that apply.)

- ❏ Business
- ❏ Public Administration
- ❏ Communications
- ❏ Computer Science
- ❏ Computer Information Systems
- ❏ Management Information Systems
- ❏ None of the above

* 4. How many years of experience in process or systems analysis and design work do you possess in one or any of the following areas: general ledger/commitment control, purchasing/e-procurement, accounts payable, billing/accounts receivable, inventory, asset management, project costing, customer contracts, grant accounting, planning and budgeting, human resources, time and labor, position management, payroll, performance management, learning management, talent acquisition management, and employee/manager self-service systems? (Your application must clearly state the specific experience in the job duties section in order to receive credit.)

- ❏ Ten or more years of experience
- ❏ Nine years of experience but less than ten years of experience
- ❏ Eight years of experience but less than nine years of experience
- ❏ Seven years of experience but less than eight years of experience
- ❏ Six years of experience but less than seven years of experience
- ❏ Five years of experience but less than six years of experience
- ❏ Three years of experience but less than five years of experience
- ❏ One year of experience but less than three years of experience
- ❏ Less than one year of experience
- ❏ No experience

* 5. How many years of experience do you have with PeopleSoft Financials modules, PeopleSoft Human Resource/Payroll modules, or PeopleSoft Supply Chain Management modules?

- ❏ Three or more years of experience
- ❏ Two years of experience but less than three years of experience
- ❏ One year of experience but less than two years of experience
- ❏ Less than one year of experience
- ❏ No experience

* 6. Do you have experience developing requirements, analyzing, designing, developing, testing and implementing components of the Comptroller's statewide financial systems (Centralized Accounting and Payroll/Personnel System, Human Resource Information System, Standardized Payroll/Personnel Reporting System, Uniform Statewide Payroll/Personnel System, Texas Identification Number System, State Property Accounting System and Uniform Statewide Accounting System)? (Your application must clearly state the specific experience in the job duties section in order to receive credit.)

❏Yes ❏No

* 7. Do you have experience in any of the following? Check all that apply.

   ❏ PeopleSoft Financials modules, version 8.8 or higher
   ❏ PeopleSoft Human Resources/Payroll modules, version 8.3 or higher
   ❏ PeopleSoft Supply Chain Management modules, version 8.8 or higher
   ❏ None of the above

* 8. How many years of experience do you have working with Texas state government processes, policies and procedures?

   ❏ Eight or more years of experience
   ❏ Five years of experience but less than eight years of experience
   ❏ Three years of experience but less than five years of experience
   ❏ One year of experience but less than three years of experience
   ❏ Less than one year of experience
   ❏ No experience

* 9. How many years of experience do you have creating training curricula, conducting training classes, and evaluating training classes or programs?

   ❏ Three or more years of experience
   ❏ One year of experience but less than three years of experience
   ❏ Less than one year of experience
   ❏ No experience

* 10. How many years of experience do you have managing large projects and programs?

   ❏ Eight or more years of experience
   ❏ Five years of experience but less than eight years of experience
   ❏ Three years of experience but less than five years of experience
   ❏ One year of experience but less than three years of experience
   ❏ Less than one year of experience
   ❏ No experience

* 11. How many years of experience do you have participating in ERP initiatives?

   ❏ Eight or more years of experience
   ❏ Five years of experience but less than eight years of experience
   ❏ Three years of experience but less than five years of experience
   ❏ One year of experience but less than three years of experience
   ❏ Less than one year of experience
   ❏ No experience

* 12. Do you have any of the following certifications? Check all that apply.

   ❏ Project Management Professional (PMP)
   ❏ Certificated Public Accountant (CPA)
   ❏ Certified Payroll Professional (CPP)
   ❏ Professional in Human Resources (PHR)
   ❏ Society for Human Resource Management-Certified Professional (SHRM-CP)
   ❏ Senior Professional in Human Resources (SPHR)
   ❏ Society for Human Resource Management-Senior Certified Professional (SHRM-SCP)
   ❏ PeopleSoft Certification
   ❏ None of the above

* Required Question