SONOMA STATE UNIVERSITY

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, equity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

Position Purpose: Reporting to and under general direction of the Managing Director for Payroll/Benefits & Workers' Compensation, the HRIS Functional Analyst (Analyst) provides support for the successful analysis, development, evaluation and ongoing support of the HRIS and PeopleSoft systems at Sonoma State University (SSU). The incumbent is required to assess, formulate, and evaluate the impact of implementation issues from a strategic and operational perspective. The Analyst independently performs specialized administrative and analytical duties and provides timely and effective general advice across SSU as it pertains to the usage and adoption of the HRIS systems. Work requires regular participation in the planning and development of activities and, as required, independent determination of methods to meet programmatic, departmental, or administrative goals. Contacts involve integration with all levels inside and outside the University, and may include dealing with sensitive and confidential information and situations.

Major Duties: Major duties of the position include, but are not limited to, the following:
- Ensure project and work request deliverables are met and are on schedule.
- Troubleshoot various HRIS and PeopleSoft issues in conjunction with departmental users, baseline (Chancellor's Office system-wide support group), the State Controller's Office (SCO) and other module functional analysts.
- Responsible for providing technical specifications for user reports as requested (working closely with the technical programmers in the development reports).
- Responsible for assessing documentation/training needs for HR end-users and developing and delivering as required (this includes determining the proper training methodologies for each intended target population).
- Develop and communicate module specific changes in PeopleSoft that affect students, staff, and faculty.
- Responsible for developing and tracking small- and large-scale projects, which include the development of modifications when necessary that increase efficiency and productivity of the HRIS and PeopleSoft systems and facilitate their progress through the governance process. Also responsible for developing and conducting training to insure adoption and usage of the enhancements.
- Embrace and participate in the utilization of Project Management tools and standards outlined by the IT Services-Project Management Office. This includes estimating the number of hours required for scope and specification development as well as testing required by IT and the end user.
- Review and lead implementation of new approved functionality.
- Provide Subject Matter Experts and departments recommendations on business processes, policies, and training as it relates to HRIS and PeopleSoft and integrated 3rd party systems.
- Represent the campus in systemwide and Chancellor's Office Baseline User Groups with Subject Matter Experts as appropriate, and, as assigned, to represent SSU at User Group and Functional Team Meetings at a system-wide level to execute necessary actions.
- Remain aware of industry standards and current and future practices in Higher Education through attending conferences and meetings of user groups, etc.
- Coordinate and test fixes, patches, releases, and bundles and approve of application to the Production Environment.
- Develop sound conclusions and recommendations about and approve changes to security roles as it pertains to the HRIS modules.
- Create and test data queries and train end-users in their use, oftentimes working closely with technical programmers to identify data elements for large scale campus reporting needs.

- Provide lead work direction to other professional or administrative staff, with accountability for results.
- Run queries.
- Document and provide regular status reports to all levels of management as needed.

Secondary Duties: Performs other secondary duties as assigned.

Work Environment: Duties will primarily take place primarily in an office setting on the Sonoma State University campus, but additional duties may be performed in various locations on campus, including working both indoors and outdoors to support and participate in university activities and events. As an exempt employee, you have some flexibility in your schedule, however you must be available during the regular campus hours to meet the operational needs of the campus and department. This position may also be eligible to participate in the campus Telecommuting Program to engage in limited telecommuting as operationally feasible. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator. This position will require occasional travel, by automobile or airplane, and overnight stay to travel to training and meetings off campus.

This position requires, with or without reasonable accommodations, the ability to frequently sit, move or stand for office and/or event functions, be at a computer for 6-8 hours/day, occasionally reach with hands and arms, climb or balance, stoop and kneel and lift objects of up to 20 lbs in weight.

Minimum Qualifications: This position requires a Bachelor's degree and/or the equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs, plus four years of related experience. Experience with relational databases and data management required. Higher education experience is highly preferred. Demonstrated understanding of the tools, processes and resources available to facilitate business policy and processes with emphasis on the HRIS modules is highly preferred. Experience with application implementation life cycle, including requirements analysis, gap analysis, application configuration, systems integration, product enhancement and support highly preferred. A high degree of computer literacy, including strong technical skills using the internet as a research tool, and using spreadsheets, screen-capture software, and software programs including Microsoft Office (Word, Excel, PowerPoint), Google Suite, Oracle, database software, and experience with PeopleSoft highly preferred.

In addition, work assignments typically require:
- Thorough knowledge of and ability to apply standard theories, principles, practices, and techniques applicable to and management of assigned modules of the HRIS System, to gather information, develop conclusions and make recommendations.
- Thorough knowledge of policies, procedures, and outside regulations pertaining to HRIS.
- Expertise in administrative survey techniques, operations and systems analysis, statistical and research methods, and the ability to interpret and evaluate results to develop sound conclusions and recommend new or revised policies.
- Expertise in investigating and analyzing problems with broad administrative impacts and implications. Ability to anticipate problems and address them proactively.
- Ability to understand problems from a broad, interactive perspective and discern applicable underlying principles to conceive of and develop strategic solutions.
- Ability to work with representatives from public and private entities and handle potentially sensitive situations. Demonstrated consultative skills in working with internal and external constituent groups.
- Ability to effectively present ideas and concepts in written or presentation format and use consultative and facilitation skills to gain consensus.
- Ability to take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved.

- Demonstrate skill in research, development and evaluation of policies and programs, including skill in the collection, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations.
- Demonstrated ability to train staff in business processes related to student administration functions; and provide lead work direction to staff regarding projects with accountability for results.

Must have the ability to function professionally, and cooperatively in a sometimes hectic environment and effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including technical and non-technical staff, faculty, administration, students, and other internal and external constituents. Must be able to accept constructive feedback and work cooperatively in group situations. Must also possess the ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties.