



boundaries with a goal of achieving transformative, long-term change and developing an agile organization that is able to meet current and future challenges.

The Chief Human Resources Office (CHRO) provides enterprise-wide policy and strategic leadership necessary to maintain a reliable and qualified workforce for the State of Oregon. The Office’s centralized functions enable executive branch agencies to share Resources and expertise to manage their human Resources assets and capitol in a cost-effective way. Specific policy functions are within Labor Relations, Statewide Workforce Development, Executive Recruitments, Classification and Compensation, Human Resources Policy Management, Human Resources Information System Design, quality assurance and oversight and other related policies associated with human Resources administration and development.

The purpose of the project is to procure and implement a modern, comprehensive Human Resource Information System (HRIS) to be the single system of record for personnel and position data. The implementation of a modern HRIS enables standardization of HR business processes across the enterprise, improving efficiency and eliminating the need for the many shadow systems in use today. Additionally, the implementation of a modern HR system provides robust tracking of employee and position information enabling improved management decision making through on-demand data analysis and reporting.

**b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:**

This position works on the HRIS Project Technical Team through the implementation of the new HRIS solution. Supports the Conversion and Interface Subject Matter Experts (SMEs) with data conversion and the development of interfaces between the new HRIS solution and legacy systems. Provide technical support to the Project Technical Lead and SMEs and various state agency technical staff on interfaces, data conversion and the State’s legacy applications. This position provides technical support to the State legacy team through the migration and implementation of the new HR solution.

**SECTION 3. DESCRIPTION OF DUTIES**

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
50%	N	E	<p><b>Construction (New)</b></p> <p><b>25% Data:</b></p> <ul style="list-style-type: none"> <li>• Document the data structure and metadata of the legacy systems. Explain legacy data structure and usage to the vendor and answer questions.</li> <li>• Assist State agency IT and business personnel to document their shadow system data including the format, data rules, values and usage.</li> <li>• Develop crosswalks between the legacy data fields and the new HRIS data fields.</li> <li>• Validate and edit the vendor’s data dictionary to ensure the language correlates to Oregon’s business.</li> <li>• Develop high level data mappings for data conversion.</li> </ul>

			<ul style="list-style-type: none"> <li>• Create data conversion specifications.</li> <li>• Assist with cleansing of legacy data working with business owners to get decision on data cleansing rules.</li> <li>• Document all data cleansing rules and decisions.</li> <li>• Assist with validating the contractor’s data conversion strategy and plan.</li> <li>• Analyze data conversion test results documenting discrepancies. Communicate discrepancies to vendor and Technical Team Lead. Provide assistance with trouble shooting issues.</li> <li>• Act as liaison between State technical staff and the contracted staff and the Technical Team Lead.</li> <li>• Answer technical questions about data.</li> <li>• Pull data extracts from the new HRIS and convert from ASCII to EBCDIC format compatible for the Mainframe.</li> <li>• Pull SQL queries from various databases in order to create test data or validate test results.</li> </ul> <p><b>25% Software (operating and applications):</b></p> <ul style="list-style-type: none"> <li>• Document interface specifications between the new HRIS and mission critical legacy systems. Assist with validating the contractor’s interface design and development. Ensure the contractor’s documentation meets project and agency standards.</li> <li>• Develop database structures according to specifications for storing historical data. Ensure historical data has been converted correctly and is available for query by users.</li> <li>• Develop SQL queries for pulling converted data to determine if it was converted correctly.</li> <li>• Run parallel jobs in the legacy system and the new HRIS and compare test results to determine if data was converted correctly.</li> <li>• Execute one off data migration jobs as required for agencies to load their shadow system data.</li> <li>• Ensure agency shadow system data is cleansed and meets data format rules prior to converting to the new system.</li> <li>• Develop conversion scripts for extracting data from the source, transforming data, and loading the data into the target.</li> <li>• Develop/code interfaces in numerous programming languages as required.</li> <li>• Test mission critical interfaces validating and documenting interface results. Communicate results and issues to other technical State and contracted staff.</li> </ul>
25%	N	E	<p><b>Customer Assistance (help, use, fix)</b></p> <p><b>15% Data:</b></p>

			<ul style="list-style-type: none"> <li>• Work with data owners to verify and obtain approval that any transformed data retains its accuracy.</li> <li>• Assist State agency IT personnel with validating that data from their shadow systems was converted correctly.</li> <li>• Answer technical questions about legacy systems and data.</li> <li>• Answer technical questions about new HRIS data fields, formats and their values in interface layouts and data extracts.</li> <li>• Share and explain data crosswalks to State agency IT and business personnel.</li> <li>• Act as a subject matter expert on building data queries from the new HRIS. Assist State agency staff with their own data queries.</li> <li>• Act as the subject matter expert on agency shadow system data to the vendor.</li> <li>• Assist agencies with procedures to verify their agency specific data.</li> </ul> <p><b>10% Software</b></p> <ul style="list-style-type: none"> <li>• Compare parallel test results between PPDB and the new HRIS and look for discrepancies. Interpret results for customers and discuss technical aspects with State agency IT staff.</li> <li>• Trouble shoot issues found in mission critical interface testing.</li> <li>• Assist State agency staff and DAS CHRO staff in developing post-implementation support processes and procedures.</li> <li>• Represent the customer’s needs when discussing issues with the Contractor.</li> <li>• Interpret interface test results for the customer and explain any discrepancies.</li> </ul>
20%	N	E	<p><b>Operations (Day to day)</b></p> <p><b>10% Software:</b></p> <ul style="list-style-type: none"> <li>• Develop SQL queries for be saved as canned reports that users can run on demand</li> <li>• Document canned reports explaining how data was pulled and what it represents.</li> <li>• Assist State agency personnel with questions and issues they have on pulling data.</li> <li>• Measure performance/response time of data queries and canned reports to create a base-line and to identify issues. Report results to Technical Team Lead and vendor.</li> <li>• Review and comment on new proposed operations and maintenance procedure manuals.</li> <li>• Review contractor’s documentation of HRIS interfaces ensuring the detail is adequate for future systems and operations staff.</li> <li>• Capture operations metrics and report on it to leadership.</li> </ul>

			<ul style="list-style-type: none"> <li>• Monitor interface job times and overall performance of the new HRIS.</li> </ul> <p><b>10% Data:</b></p> <ul style="list-style-type: none"> <li>• Act as the subject matter expert on data for State agency personnel and power users.</li> <li>• Assist with the documentation of query/reporting procedures of the new HRIS.</li> <li>• Review and edit the vendors user help manuals on reporting and data query.</li> <li>• Assist State agency staff and DAS CHRO staff in developing post-implementation support processes and procedures around data queries and reporting.</li> <li>• Ensure data dictionary definitions are accurate and understandable. Ensure historical values have been captured and adequately documented.</li> </ul>
5%			Other duties as assigned to assist with workload
100 %			

#### SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Duties are performed in an office environment working at a computer workstation for long periods of time. Business needs may require working irregular hours or shift work (weekends, evenings, holidays, and travel for job related purposes) in order to make deadlines and to perform implementation tasks off business hours.

#### SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- ETS Standards, Policy and Process Manual
- Vendor Supplied Manuals
- Operating Procedure Manuals
- Oregon Administrative Rules
- Oregon Revised Statutes
- DAS Department Rules
- Project Management Book of Knowledge (PMBOK)

b. How are these guidelines used?

They provide general guidance and policy directions, and framework to the incumbent who must interpret and apply them as necessary for each application.

#### SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
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*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

DAS Leadership, Technical Management and Staff	By telephone, electronically, in person	Resolve technical issues, convey importance/value of security and accuracy in systems and applications	Daily, weekly, or as needed
Agency Technical Managers	By telephone, electronically, in person	Communicate status of technical aspects of the HRIS Solution implementation.	Daily, weekly, or as needed
Various State Agency Technical Staff	By telephone, electronically, in person	Resolve technical issues, convey status of technical aspects of the HRIS Solution implementation	Daily, weekly, or as needed
Vendors	By telephone, electronically, in person	Work collaboratively to implement and test the HRIS Solution. Review their deliverables and provide feedback.	Daily, weekly, or as needed

## SECTION 7. POSITION RELATED DECISION MAKING

**Describe the typical decisions of this position. Explain the direct effect of these decisions.**

Makes design decisions for a general system design, which meets customer requirements, is efficient, operable and utilizes state-of-the-art techniques. Makes decisions regarding standard project management control process, tools and techniques and supporting templates. All decisions affect the efficiency of the system and its ability to meet Agency program requirements. Any changes performed without the correct planning and investigation can result in the entire platform being unavailable for unspecified periods of time.

## SECTION 8. REVIEW OF WORK

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
HRIS Project Manager	4511431	In person & in writing	As needed	To ensure program goals are met.
HRIS Technical Team Lead	4514881	In person & in writing	As needed	To receive assignments and feedback on assignments.

## SECTION 9. OVERSIGHT FUNCTIONS ONLY

**THIS SECTION IS FOR SUPERVISORY POSITIONS**

N/A

## SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

**ADDITIONAL REQUIREMENTS:** List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position is subject to a criminal records check, which may require fingerprints. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check (FBI). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. Working in a team oriented environment requires participative decision making and cooperative interactions among staff and management. You are to be aware of Affirmative Action and the department's Diversity strategies and goals.

**BUDGET AUTHORITY:** If this position has authority to commit agency operating money, indicate the following: **None**

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## SECTION 11. ORGANIZATIONAL CHART

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Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

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## SECTION 12. SIGNATURES

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority  
Signature

\_\_\_\_\_  
Date