



**STATE OF OREGON
POSITION DESCRIPTION**

**Position Revised Date:
September 2016**

This position is:

- Classified
- Unclassified
- Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc - Confidential

Agency: The Department of Administrative Services

Division: Chief Human Resources Office

New Revised

SECTION 1. POSITION INFORMATION

| | | |
|--|---|--|
| <p>a. Classification Title: <u>ISS7</u></p> <p>c. Effective Date: <u>June 1, 2016</u></p> <p>e. Working Title: <u>Conversion and Interface SME</u></p> <p>g. Section Title: <u>Chief Human Resources Office</u></p> <p>i. Employee Name: <u>Vacant</u></p> <p>k. Work Location (City – County): <u>Salem / Marion</u></p> <p>l. Supervisor Name: <u>Joyce Martinez</u></p> | <p>b. Classification No: <u>C1487</u></p> <p>d. Position No: <u>9914860</u></p> <p>f. Agency No: <u>10700</u></p> <p>h. Budget Auth No: <u>001293330</u></p> <p>j. Repr. Code: <u>UA</u></p> | |
| <p>m. Position: <input type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year</p> <p> <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share</p> | | |
| <p>n. FLSA: <input checked="" type="checkbox"/> Exempt</p> <p> <input type="checkbox"/> Non-Exempt</p> | <p>If Exempt: <input type="checkbox"/> Executive</p> <p> <input checked="" type="checkbox"/> Professional</p> <p> <input type="checkbox"/> Administrative</p> | <p>o. Eligible for <input type="checkbox"/> Yes</p> <p>Overtime: <input checked="" type="checkbox"/> No</p> |

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Department of Administrative Services (“DAS”) is the central administrative agency that leads state government to implement the policy and budget decisions of the Governor and Oregon Legislature. Employing an enterprise-wide perspective, DAS serves state government by developing and upholding accountability standards to ensure productive and efficient use of state government’s financial, human and information resources.

DAS provides a stable management infrastructure and essential business services including technology, financial, procurement, publishing/distribution, human resources and facility asset management. These services support and enable state and local government agencies to carry out their missions, benefiting all Oregonians.

To accomplish its mission, DAS partners with private enterprise, citizens, customer service boards and other governmental entities to ensure efficient and effective delivery of government services. The office of the Chief Operating Officer (“COO”), a central component of DAS, unites statewide solutions through team leadership. The COO office coordinates work teams and initiatives that cross jurisdictional and agency 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.

CHRO has embarked on a project to modernize their aging legacy HR computer system. The goal of this 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. Assists with the development of data conversion and interfaces between the new HRIS solution and legacy systems. Provide expert technical consultation and analysis to the Technical Lead, State legacy team and various state agency technical management and staff on interfaces, data conversion and the State’s legacy applications. This position advises the HR technical team and business teams and consults with project leadership through implementation of the 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 |
|-----------|--------|------|---|
| 70% | N | E | <p>Construction (New)</p> <p>35% Data:</p> <ul style="list-style-type: none"> • Develop crosswalks for legacy interface data elements to new HRIS data dictionary and interpret agency data requests to the new HRIS data dictionary definitions. • Develop crosswalks between the legacy data fields and the new HRIS data fields. • Validate and edit the vendor’s data dictionary to ensure the language correlates to Oregon’s business. • Pull data extracts from the new HRIS and convert from ASCII to EBCDIC format compatible for the Mainframe. • Pull SQL queries from various databases in order to create test data or validate test results. |

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.

| | | | |
|--|--|--|---|
| | | | <ul style="list-style-type: none"> • Document the data structure and metadata of the legacy systems. Explain legacy data structure and usage to the vendor and answer questions. • Work with the vendor and state agencies to ensure that all ongoing data transformation, de-duplication, extraction and load functions, once ready for production deployment, are documented in detailed data lineage models. • Develop high level data mappings for data conversion. • Assist with creating and documenting data conversion specifications including all data cleansing rules and decisions. • Assist with validating the contractor's data conversion strategy and plan. • Analyze data conversion test results documenting discrepancies. Communicate discrepancies to vendor and Technical Team Lead. • Trouble shoot issues found in mission critical data conversion and interface testing. <p>35% Software (operating and applications):</p> <ul style="list-style-type: none"> • Evaluate and provide feedback on the contractor's project plan and schedule around interface development and testing. • Assist with the development of a project plan and schedule for the State resource work around interface development and testing. • Jointly develop the project's implementation plan around interfaces with the contractor. • 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. • Develop/code interfaces in numerous programming languages as required. • Test mission critical interfaces validating and documenting interface results. Communicate results and issues to other technical State and contracted staff. • Act as the subject matter expert for legacy interfaces, data conversion and technical issues. Work in partnership with other related subject matter experts. • Collaborate with DAS Enterprise Security Office on security standards affecting the HRIS interfaces with other systems. • Act as the liaison with ETS technical staff regarding new firewall rules and testing of firewall rules including the coordination of testing and use of test environments. |
|--|--|--|---|

| | | | |
|-----|---|---|---|
| | | | <ul style="list-style-type: none"> • Develop database structures according to specifications for storing historical data. Ensure historical data has been converted correctly and is available for query by users. • Develop SQL queries for pulling converted data to determine if it was converted correctly. • Run parallel jobs in the legacy system and the new HRIS and compare test results to determine if data was converted correctly. • Ensure agency shadow system data is cleansed and meets data format rules prior to converting to the new system. • Develop conversion scripts for extracting data from the source, transforming data, and loading the data into the target. • Evaluate test results to ensure the HRIS solution meets the technical requirements of the HRIS Project. |
| 20% | N | E | <p>Customer Assistance (help, use, fix)</p> <p>10% Software (operating and applications):</p> <ul style="list-style-type: none"> • 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. • Act as the liaison between the contractor, State staff and the QA vendor when the QA vendor is performing QA activities on the interfaces. • Represent the customer’s needs when discussing and troubleshooting issues with the Contractor. • Interpret interface and data conversion test results for the customer and explain any discrepancies. • Sign-off on interface and data conversion test results on behalf of the customer. • Provide status on Data Conversion tasks and milestones to HRIS Project Manager, Sponsors and stakeholders. • Assist other agencies with interface development. Communicate agency specific needs to contracted staff on behalf of agencies. Escalate issues to Technical Team Lead when necessary. <p>10% Data:</p> <ul style="list-style-type: none"> • Assist State agency technical staff with understanding the new data dictionary. Share and explain the cross-walk between legacy data fields and new HRIS data fields. • Act as a subject matter expert on building data queries from the new HRIS. Assist State agency staff with their own data queries. Work with data owners to verify and obtain approval that any transformed data retains its accuracy. • Answer technical questions about legacy systems and data. |

| | | |
|----|--|--|
| | | <ul style="list-style-type: none"> • Share and explain data crosswalks to State agency IT and business personnel. • Act as the subject matter expert on agency shadow system data to the vendor. • Assist agencies with procedures to verify their agency specific data. • Assist agencies with procedures to prepare their agency shadow system data for uploading to the new HRIS. • Advise State agency IT and business personnel on the documentation of their shadow system data including the format, data rules, values and usage. |
| 5% | | <p>Operations (Day to day)</p> <p>3% Software:</p> <ul style="list-style-type: none"> • Review and comment on new proposed operations and maintenance procedure manuals. • Assist State agency staff and DAS CHRO staff in developing post-implementation support processes and procedures. • Review contractor’s documentation of HRIS interfaces ensuring the detail is adequate for future systems and operations staff. • Capture operations metrics and report on it to leadership. • Monitor interface job times and overall performance of the new HRIS. Raise issues with contracted staff. • Develop SQL queries to be saved as canned reports that users can run on demand. Include explanations on how data was pulled and what it represents. • Assist State agency personnel with questions and issues they have on pulling data. • 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. <p>2% Data:</p> <ul style="list-style-type: none"> • Ensure data dictionary definitions are accurate and understandable. • Ensure historical values have been captured and adequately documented. • Assist with the documentation of query/reporting procedures of the new HRIS. • Review and edit the vendors user help manuals on reporting and data query. • Act as the subject matter expert on data for State agency personnel and power users. • Assist State agency staff and DAS CHRO staff in developing post-implementation support processes and procedures around data queries and reporting. |

| | | | |
|-------|---|---|---|
| 5% | N | E | <p>Planning (Software – complexity level 3, Data – Complexity level 3):</p> <ul style="list-style-type: none"> • Participate in the data conversion preparation activities, validate the preparations that have been done, review documentation, make recommendations, set milestones for the team, and ensure tasks stay on schedule. • Validate the contractor’s data conversion strategy and plan. • Insure compliance to the project schedule for technical tasks. • Assist with the planning and execution of migration of data outside the legacy systems into the new HRIS. • Lead the data conversion and interface efforts with high level direction from the Technical Transition Lead. • Provide direction to contracted staff in collaboration with Technical Team Lead. • Provide direction to State Agency Technical Staff on data conversion and interface activities in collaboration with the Technical Team Lead. • Review vendor’s data conversion schedule and provide feedback. Communicate data conversion schedule to all impacted parties and ensure that tasks stay on schedule. • Provide information to Project Leadership on the readiness of the data conversion into the HRIS solution. |
| 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 terminal for long periods of time, working in or around noisy machinery. Business needs may require working irregular hours or shift work (24/7, weekends, evenings, holidays, and travel for job related purposes) in order to do work or make changes or maintenance that are not approved to be done during the hours of 6am – 6pm. Business needs may require re-assignment to one of three shifts (days, swing or graveyard) and with short notice.

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? |
|--|---|---|-----------------------------|
| <i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i> | | | |
| 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.

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 | | In person & in writing | As needed | To ensure program goals are met. |
| Technical Transition Lead | | In person & in writing | As needed | To ensure assignments are completed accurately |

SECTION 9. OVERSIGHT FUNCTIONS THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

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: This position has no budget authority.

SECTION 11. ORGANIZATIONAL CHART

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.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority
Signature

Date