

Class Code.....0809
Position #:(NUNC)...
Developed by:.....
Reviewed by:.....
Approved by:.....LK
Date:.....2/03; 1/08

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Special Assistant to Vice Provost/Info Tech Services
DIVISION: Academic Affairs
REPORTS TO: Vice Provost, Information Technology Services and/or His/Her Designee
GRADE: 14
SUPERVISES: Not applicable.

BASIC FUNCTION:

Work on special projects assigned by the Vice Provost for Information Technology Services or his/her designee. Provide data to support the Vice Provost and his/her directors in decision making and planning.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Support the Vice Provost's initiatives and provide input with regard to special projects assigned by the Vice Provost, including, but not limited to:

Provide input to the technical support staff integrating the data relationships for the Human Resource/Payroll/Position Control system.

Review and advise technical staff regarding the requirements and relationships between position control system personnel and the departmental budget tables as they relate to the PeopleSoft Human Capital Management (HCM) module.

Review the specifications for converting the position control data and the departmental budget tables, comparing the University's organizational structure to the PeopleSoft human resource modules.

Using Cognos as the primary reporting tool, identify data relationships for developing a reporting environment for scheduled and *ad hoc* reporting.

Provide guidance in the encumbrance process if implemented for State employees as applied to the various research grants and accounts, and its possible impact on the hiring process.

Work with the system implementation team to identify procedural issues and to identify possible improvements to the business flow process.

Assist with issues related to the time and labor processing for State employees with regard to entry, approval, distribution and retro-active adjustments to departmental budget tables.

Provide guidance for the conversion of the payroll distribution related to position control departmental budget tables for State employees and the integration of grants and contracts.

Review the functional aspects of the position management system within PeopleSoft in relation to existing policies and procedures.

Assist in the development of an institutional reporting environment, i.e., the data relationships between the personnel positions and the departmental budget tables and any external data sources.

Identify the data relationships for developing a reporting environment for analyzing types of purchases within the e-Procurement module.

Review with technical support staff the purchasing flow as related to implementing an automated workflow process and approval notification process.

Work with the implementation team to develop procedural issues and to identify possible improvements to related business flows.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database management and spreadsheet software; calculators.

ENVIRONMENTAL CONDITIONS:

Incumbent will not be exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree required, preferably in technical/engineering or business management field, as is a minimum of five years of experience in computer hardware/software development and use; OR equivalent combination of post-secondary education or training and licenses (e.g., State of RI Telecommunications Technician's License, MCSE, etc.) required. In addition to the above, seven years of experience in computer hardware/software development and use is required. The following are preferred: working knowledge of PeopleSoft and Cognos; working knowledge of the programming languages Perl, HTML and C.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.