<table>
<thead>
<tr>
<th>Job Family</th>
<th>Grade 12</th>
<th>Grade 13</th>
<th>Grade 14 - Individual Contributor</th>
<th>G14 - Management Track</th>
<th>Grade 15 - Management Track</th>
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<tbody>
<tr>
<td>PeopleSoft Administration</td>
<td>PeopleSoft Systems Administrator</td>
<td>Sr. PeopleSoft Systems Administrator</td>
<td>Lead PeopleSoft Systems Administrator</td>
<td>Manager/Sr. Manager, PeopleSoft Systems Administration</td>
<td>Director, PeopleSoft Applications</td>
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**Purpose:**
Provides support and administration for the PeopleSoft HRMS and PeopleSoft Financials ERP systems. Provides direction, leads analysis, design, development, and implementation activities for support and administration of the PeopleSoft HRMS and PeopleSoft Financials ERP systems. Leads, manages and coordinates the development, deployment and ongoing operations of team systems and services. Sets team direction and goals in alignment with CUIT strategic plan and goals.

**Relation to Supervision:**
Works under minimal direction and often without supervision. Works independently while leading and coordinating all levels of activities including project life cycle, software development life cycle and day to day operations. Manages staff and relevant teams while also leading and coordinating all levels of activities including project life cycle, software development life cycle and day to day operations. Including staff management.

**Administration:**
Does assigned research, design and development, such as the design/development of a single technology for a CUIT group or a small customer group. Installs low/moderately complex soft/hardware infrastructure. Responsible for the development of new implementation guidelines or standards. Provides architecture for networks. Installs moderate/complex soft/hardware infrastructure. Performs complex implementations and/or customizations. Leads and/or oversees the development of protocols and standards for all network services and may have ultimate responsibility for their implementation and documentation. Leads and performs complex implementations and/or customizations of moderate/significant size and risk. Designs hard/software configurations for complex and University-wide solutions to address University needs. Assesses the application of new and innovative technologies, methods and concepts. Provides installation design and direction to support new technologies. May involve hardware sizing and capacity planning. Establishes the methodology, standards and protocols for installation and implementation work.

**Relationship Management:**
Works closely with CUIT colleagues on all tasks in the development and maintenance life cycle. May be responsible for directing and monitoring the work of team members and or project teams. Works with all levels of organization on problem management and resolution. Provides assistance to less senior developers. Gives guidance to other team members. May oversee team members performing specific tasks. Leads specific infrastructure, systems and applications initiatives. Provides expert level assistance to less senior application developers; functions as a technical consultant. Leader of team. Sets team direction and goals, coaches and counsels staff to accomplish goals. May have performance management responsibility for team. Liaises with relevant faculty and administrators on various projects/initiatives and ongoing operations of systems.

**Education & Experience:**
Bachelor's degree and/or its equivalent required. Minimum 3-5 years related experience. Familiarity with systems development lifecycle. Bachelor's degree and/or its equivalent required. Minimum 4-6 years related experience. Strong experience with full applications systems development lifecycle. Bachelor's degree and/or its equivalent required. Minimum 5-7 years related experience. Expert level experience with full application systems development lifecycle. Bachelor's degree and/or its equivalent required. Minimum 5-7 years related experience. Expert level experience with full application systems development lifecycle. Prior supervisory experience strongly preferred. Bachelor's degree and/or its equivalent required. Minimum 7-9 years related experience. Experience in all relevant applications design and development languages, methodologies and tools. Prior managerial experience required.

**Soft skills:**
Demonstrates proficiency in a variety of competencies including teamwork/collaboration, analytical thinking, communication and influencing skills. Demonstrates excellence in a variety of competencies including teamwork/collaboration, analytical thinking, communication, influencing skills, and proven ability to act as a change agent. Demonstrates excellence in a variety of competencies including ability to manage a team, teamwork/collaboration with technical and functional clients/peers, analytical thinking, communication and influencing skills. Proven ability to act as a change agent.

**Purpose (continued):**
Communicates with senior management on system-wide issues recommending solutions including resources needed, time required and benefits to be achieved. Designs hard/software configurations for complex and University-wide solutions to address University needs. Assesses the application of new and innovative technologies, methods and concepts. Provides installation design and direction to support new technologies. May involve hardware sizing and capacity planning. Establishes the methodology, standards and protocols for installation and implementation work.

**Education & Experience (continued):**
Bachelor's degree and/or its equivalent required. Minimum 7-9 years related experience. Experience in all relevant applications design and development languages, methodologies and tools. Prior managerial experience required.

**Soft skills (continued):**
Demonstrates excellence in a variety of competencies including ability to lead a team, teamwork/collaboration with technical and functional clients/peers, analytical thinking, communication and influencing skills. High degree of emotional intelligence. Proven ability to act as a change agent.
Technical Skills:

Proficiency in some/all of the following technologies: Oracle SQL (pl/sql). Work experience with PeopleSoft HR and/or Finance applications.

Strong Proficiency in some/all of the following technologies: PeopleSoft Oracle ERP Systems on multiple technology (Unix/Linux) platforms, PeopleSoft implementations, upgrades and installations. Experience with PeopleSoft environments on PeopleTools 8.48 or higher. Good understanding of PeopleSoft Web Server, App Server and Databases interactivities. Good understanding of PeopleSoft ERP infrastructure and architecture.

Expert level skills in some/all of the following technologies: PeopleSoft Oracle ERP Systems on multiple technology (Unix/Linux) platforms, PeopleSoft environments on PeopleTools 8.48 or higher. PeopleSoft Web Server, App Server and Databases interactivities. PeopleSoft ERP infrastructure and architecture.

Broad functional and/or technical experience in all relevant applications design and development languages, methodologies and tools such as PeopleSoft Oracle ERP Systems on multiple technology (Unix/Linux) platforms, PeopleSoft implementations, upgrades and installations. Experience with PeopleSoft environments on PeopleTools 8.48 or higher. PeopleSoft Web Server, App Server and Databases interactivities. PeopleSoft ERP infrastructure and architecture.