INTERNAL JOB OPPORTUNITY

POSITION:	PEOPLESOFT SUPPORT ANALYST II	JOB POSTING #:	
DEPARTMENT:	Information Technology	**UNION:**	543
POSTING TYPE:	Corporate	**JOB CODE:**	543404
POSTING STATUS:	Regular Full-Time	**POSITION #:**	
# OF POSITIONS:		**GRADE/CLASS:**	0.10
SHIFT WORK REQ'D:	No	**SALARY RANGE:**	
DEADLINE DATE:		**HOURS PER WEEK:**	37.5

DUTIES:

Under the direction of the Manger of Enterprise Systems Support will be responsible for meeting the functional needs of all appropriate users of the PeopleSoft systems and administrative and support duties of the PeopleSoft Support Analysts (543401). Is responsible for ongoing functional support, upgrade and implementation of PeopleSoft Financial/HRMS product. Works with technical staff on functional aspects of support, determines and develops solutions to gaps or problems. Assists in developing courseware and curricula of training and implementing solutions for end users. First contact person in receiving PeopleSoft related problems; prioritizes issues to PeopleSoft Support Analysts and resolves lower priority and less complex issues. Participates in PeopleSoft governance process. Is responsible for updating PeopleSoft pages on Intranet/Dashboard. Coordinates PeopleSoft user security audit, interface jobs, and the query library. Perform Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year of post-secondary education in an Accounting field from a Community College or University or Ontario Ministry of Education equivalencies;
- Must have over three (3) years of experience in a computerized Accounting environment;
- Must have extensive knowledge and working experience with personal computers (hardware, software and applications such as Word and Excel);
- Must have a minimum typing speed of 40 w.p.m.;
- Must possess strong problem solving skills;
- Must be able to deal calmly and professionally with users;
- Must have good written and verbal communication skills;
- PeopleSoft functional experience is a definite asset;
- Will be required to lift up to 5.4 lbs.

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POSTING SPECIFICS:

Posting Period:
- at 8:30 AM to at 4:30 PM
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING POSTING PERIOD**

Who May Apply:
- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:
- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach as resume, specifically noting the job posting number, your qualifications and experience as outlined above.

Apply To:
- In person to the Human Resources Department or one of the Customer Care Centres
- By faxing your Job Transfer Form and resume to the Human Resources Department

Update:
- By Human Resources on March 10, 2014

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.