



## ENTERPRISE INFORMATION PROJECT SPECIALIST

FC:000059  
PG: 09  
FLSA: EXEMPT

PC: 890  
BU: (31)AFSCME  
Created: September 2011

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general direction leads the coordination, planning, execution and delivery of new or enhanced current business systems for designated business units; makes recommendations for action and assists with policy and procedure development and implementation for the assigned business units; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

Incumbents in this class serve as the liaison between departments and the Information Technology staff, managing the resources and programs of new and existing business systems. This class is responsible for leading staff in performing complex assessments and provides recommendations within the area of assignment.

### **REPORTS TO**

This position reports to Department Manager, Information Technology or his/her designee

**EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Provide analysis of existing operations processes to input in proposals for new systems and/or enhancement of existing systems.
2. Responsible incorporating project management life cycle methodologies including scope, schedule, risks and budget of key projects and deliverables

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3. Collaborate with District business units and departmental staff to determine and analyze the information needs and functional requirements and document these requirements in business requirements/ functional specification documentation.
4. Apply understanding of business and leverage best practices. Contextualize impacts and identifies implications of problems/issues/events on business processes.
5. Assist users by troubleshooting/ solving various functional/technical issues with Enterprise business applications.
6. Track project related deadlines and manage associated communications.
7. Develops and documents detailed requirement specifications, functional documents and use cases, and test plans for business and development teams; where necessary, translate and clearly document business requirements for IT staff.
8. Partners with other IT members and various business areas in translating business requirements into technical specifications.
9. Contribute to administration and ongoing maintenance of enterprise applications.
10. Perform other tasks and responsibilities as requested.
11. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of information systems.
12. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
13. Provides responsible staff assistance to the Department Manager, Information Systems.
14. Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Operational characteristics, services and activities of a comprehensive information systems program.

Principles and practices of system configuration documentation, policy development and administration.

Principal and practices of District's business systems applications

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Business and administrative project applications.  
Principles and practices of program development and administration.  
Methods and techniques of project management.  
Principles of inter-group and interpersonal communication.  
Methods and procedures for preserving and presenting evidence.  
Related Federal, State and local laws, codes and regulations.

### **Skill in:**

Preparing clear, concise, and persuasive administrative reports.  
Communicating clearly and concisely, both orally and in writing.  
Documenting configurations and/or user manuals.  
Good analytical and problem solving skills.  
Establishing and maintaining effective working relationships with those contacted in the course of work.  
Developing sound conclusions and logical recommendations.  
Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.  
Interpreting and applying Federal, State and local policies, laws and regulations.

## **MINIMUM QUALIFICATIONS**

### **Education:**

A Bachelor's degree in computer science, business administration or a closely related field from an accredited college or university.

### **Experience:**

Four (4) years of demonstrated experience in planning, coordinating, and supporting of enterprise application systems that must have included one year of hands on experience with one or more of ERP (Enterprise Resource Planning) and/or EAM (Enterprise Asset Management) functional application systems.

### **Other Requirements:**

Must possess a valid California driver's license and have a satisfactory driving record.

Must be able to work various shifts, weekends, holidays, and overtime.

Substitution: Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's Degree is preferred.

## **WORKING CONDITIONS**

### **Environmental Conditions:**

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Office environment; exposure to computer screens

### **Physical Conditions:**

May require maintaining physical condition necessary for standing or sitting for prolonged periods of time.

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