

# The University of Texas at San Antonio

## *Job Description*

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Job Title: HCM Business Analyst II  
Code: 19331  
Salary Grade: 63  
FLSA status: Exempt  
Department/Division: Business Information Services (BIS)  
Reports To: HCM Application Services Manager

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## *Summary*

- **Function:** Provides support and guidance to campus users of PeopleSoft HCM and supporting software. Analyzes campus level change requests and incident reports and recommends solutions to both back offices and to Shared Information Services. Develops report specifications and writes reports. Coordinates the testing and implementation of system fixes, enhancements, patches, and upgrades under the direction of the HCM Application Services Manager.
- **Scope:** Works with BIS staff, Shared Information Services staff, UTSA back office SMEs and campus users to support and coordinate successful sustainment, enhancement, and upgrade of the Human Capital Management (HCM) Chain application functionality as part of UTShare.

## *Duties*

- **Typical:**
  1. Serves as an HCM Business Analyst for implementing system fixes, enhancements, patches, and upgrades for UTShare applications at the campus level.
  2. Provides HCM (Commitment Accounting, Payroll, Time & Labor, Absence Management, Benefits, and Human Resources) application support to staff in the Human Resource Office, Payroll Office, and Budget Office.
  3. Coordinates resolution of incidents, enhancements, modifications, and system upgrades. In collaboration with HR and Financial Affairs, recommends options and solutions to incidents and problems as they are identified. Escalates issues to the HCM Application Services Manager as needed.

4. Documents change requests in partnership with SMEs for modifications and customizations. Submits to the HCM Application Services Manager as needed for review and escalation.
5. Develops report specifications and writes reports along with coordinating report testing and maintenance. Maintains an inventory of available reports. Supports HCM users with ad hoc queries as requested.
6. Coordinates the testing of system fixes, enhancements, patches, tax updates, and upgrades at the campus level in coordination with SMEs in the respective back offices.
7. Understands and communicates the impact of UTShare/PeopleSoft configuration changes on impacted HCM modules, the HCM suite, and external system. Maintains familiarity with relevant laws, regulations, and policies pertinent to UTShare/PeopleSoft application configuration and processes.
8. Documents procedures and reference materials to support fixes, enhancements, and upgrades of UTShare/PeopleSoft and supporting software.
9. Supports the Controller by assisting with security administration. Maintains HCM trees with changes as requested by back office.
10. Performs additional duties as assigned.

- Periodic:

1. Adheres to project management methodology.
2. Coordinates and monitors sustainment, enhancement, and upgrade tasks. Coordinates schedules for enhancements, patches, and upgrades with UT System Shared Services staff and campus SMEs. Partners with SMEs to ensure sustainment, enhancement, and upgrade success.
3. Coordinates deployment plans for functional area activities and resources for enhancements and upgrades.
4. Prepares status reports of progress, issues and concerns (including issues reported through the help desk).
5. Prepares presentations and provide demonstrations as required.

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's degree from an accredited institution	Master's degree in Business Applications, Information Systems or related field.

***Experience***

<b>Required</b>	<b>Preferred</b>
3 years of experience supporting PeopleSoft HCM application with recent version of PeopleSoft.	5 or more years of experience implementing PeopleSoft HCM application functionality and providing post-implementation stabilization to large organization operations.

Previous relevant experience delivering ERP systems that facilitate organizational effectiveness via efficient business processes, reporting and customer service.	Experience with HCM integration points with HCM.
Understanding (at a minimum) of the configuration and processing of the GL module.	2 years project management experience implementing enterprise wide systems/technology in a Higher Education environment.
Effectively communicate with all levels of the organization.	Possess an understanding of federal and Texas State laws, operations, and responsibilities of a public university.
N/A	University of Texas System component institution experience.
	Project Management Professional (PMP) certification.
	Understand the configuration and processing of 1 or more of the , Accounts Receivable & Billing, Asset Management, Travel and Expense, Purchasing, Treasury, Grants & Project Costing, , and Commitment Control modules.
	Experience with SciQuest.

### *Software & Equipment*

<b>Required</b>	<b>Preferred</b>
PeopleSoft HCM version 9.0.	Experience with HCM version 9.1 or greater.
Proficiency with relational database reporting and SQL.	Experience with PeopleSoft Financials and integration points with HCM.
Proficiency with Microsoft Suite products (VISIO, Word, Excel, SharePoint, MS Project, and PowerPoint).	Experience with data warehousing/EPM and OBIEE reporting tools.
Skilled in the use of all standard equipment to include standard office workstation.	Experience with Hyperion.

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
Normal office conditions.	Extended weekend and evening hours as required to meet deadlines.

### *Supervision*

<b>Received</b>	<b>Given</b>
Supervision received from the HCM Application Services Manager.	None.

***Accuracy***

Proficiency in all phases of duties performed.

***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

***Internal Control***

Within the scope of position duties, responsible for seeing that all business operations are effective and efficient, assets are safeguarded, reliable institutional data records for employees and financials is maintained, and applicable laws, regulations, policies, and procedures are complied with.