

# City of Fort Worth, Texas

## Job Description

<b>Classification Title</b>	PeopleSoft Developer		
<b>Job Code:</b>	PR5860	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	710	<b>Date Reviewed:</b>	01/27/2024
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Under general supervision, plans, develops, tests and implements enhancements, plus break fixes and major projects within our Oracle/PeopleSoft Environments.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Maintains and supports PeopleSoft systems for project and operations support, with exposure to enhancement projects as conditions permit.
2. Develop basic to complex customizations/modifications to the PeopleSoft application, including online transactions (classic and Fluid), batch/interface processing, queries and reports; utilizing standard PeopleSoft development tools.
3. Reapply/retrofit customizations for Peoplesoft Update Manager ("PUM") image updates and tax updates.
4. Perform unit testing activities to ensure working solutions for functional testing.
5. Maintain appropriate documentation for development activities and system development life cycle ("SDLC") artifacts.
6. Collaborate with co-workers, functional analysts and customers to refine business requirements and design & deliver basic to complex solutions.
7. Work with PeopleSoft Administration and Business Functional teams to troubleshoot issues with both delivered and custom PeopleSoft functionality.
8. Performs other related duties as required.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

### KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
  - Principles of PeopleSoft systems, development, implementation and support.
  - Principles, practices, and procedures of particular field of specialization.
  - PeopleSoft programming languages, methods, and procedures.
  - Relational data base design, implementation and support.
  - Network design and support as applicable.
  - Internal structure of computer hardware and software.

- Principles and practices of program development and administration.
- Preparing clear and concise reports.
- Departmental and City rules, regulations and procedures relevant to information systems and services.
- **Skill in:**
  - Computers and PeopleSoft software.
  - Organization.
  - Interpersonal relations.
  - Problem solving / Troubleshooting.
  - Computer systems analysis.
  - Computer programming.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Operate assigned computer equipment.
  - Troubleshoot and solve computer problems and related issues to assigned division.
  - Operate/manipulate information processing software to suit divisional needs.
  - Follow specific instructions for generating assigned reports.
  - Prepare clear and concise reports.
  - Establish and maintain effective working relationships.
  - Demonstrate analytical and resolution skills.
  - Resolve complex enterprise system and application issues.
  - Utilize new technologies and best practices related to assigned division.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in Computer Science, Information Systems, or a related field; and two years of relevant IT related work experience.

## **OTHER REQUIREMENTS**

Valid Texas driver's license

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.