



Texas Department of Housing & Community Affairs
221 E. 11th Street, Suite 106
Austin, TX 78701
(512) 475-3800
Internet: www.tdhca.state.tx.us

Employment Announcement

Peoplesoft Systems Analyst/Developer in the Information Systems, Administration Division

Job Posting Number: 19-007	State Classification: Systems Analyst VII/0258
Division: Administration	State Pay Grade: B28
Department: Information Systems	Posting Date: October 3, 2018
Established Work Hours: 8:00 A.M. – 5:00 P.M.	Application Deadline: Open Until Closed By Division
Starting Salary: \$ 7,000 – 10,833.34 mo.	Duration: Full Time
Number of Openings: 1	Location: Austin, Texas

GENERAL DESCRIPTION

Performs highly advanced (senior-level) computer systems analysis work, primarily in support of TDHCA's PeopleSoft Financials environment. Responsible for administering, modifying, troubleshooting, and upgrading PeopleSoft Financials, including performing software development, monitoring and maintaining interfaces, managing system security, and analyzing and applying software updates. Work involves directing the planning and analysis concerning user requirements, procedures, and problems to automate processing and to improve existing systems. May plan, assign, and/or lead the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

SPECIFIC JOB FUNCTIONS

- Performs systems analysis, programming services, report development, interface development, and data migration in support of the TDHCA's PeopleSoft Financials environment.
- Performs software development in PeopleCode, PeopleTools (including Application Designer and Application Engine), SQR, SQL, COBOL, Oracle, and other programming languages and tools.
- Performs, leads, and coordinates ongoing work to configure, upgrade, and tune the PeopleSoft environment. Upgrade work includes staying abreast of the Centralized Accounting and Payroll/Personnel System (CAPPS) release schedule and procedures and leading efforts to review, apply, test, and promote CAPPS Financials software releases.



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- Develops, tests, and delivers PeopleSoft reports as requested by the Financial Administration Division.
- Administers and develops external and internal PeopleSoft interfaces.
- Creates, maintains, and adheres to standards for PeopleSoft development and administration.
- Documents functional requirements, technical specifications, and work plans using established templates and standards.
- Provides technical support for PeopleSoft customers in Financial Administration and across the agency.
- Carries out data migration work between systems as required for projects.
- Leads the PeopleSoft software promotion process and ensures that the change authorization process is followed.
- Configures the PeopleSoft security architecture and trains other Information Systems Division staff on user account maintenance.
- Communicates project and task status to appropriate personnel in the Financial Administration and Information Systems Divisions.
- Participates in financial audits to provide requested system files, data extracts, reports, and procedures to auditors.
- Communicates with effective, high quality writing skills and works well in a team environment, with a positive attitude and a focus on customer service.
- Responsible for becoming fully knowledgeable of the Department's Enterprise Risk Management Program and its effect in the Information Systems Division, including performing risk assessments of ISD's high impact processes and identifying and communicating control processes and steps to mitigate unacceptable risks.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Ten years of work experience in supporting PeopleSoft, including performing software development, researching and resolving system issues reported by customers, analyzing and applying software updates, and managing batch interfaces. Experience with State of Texas versions of PeopleSoft Financials (the Integrated Statewide Accounting System and CAPPs Financials) strongly preferred.
- Graduation from an accredited four year college or university required, with major coursework in computer science preferred.

OTHER FACTORS

Knowledge, Skills, and Abilities:

- Programming knowledge and skill in PeopleCode, PeopleTools (including Application Designer and Application Engine), SQR, SQL, and COBOL.



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- Ability to develop in both a PeopleSoft 8.8 and 9.2 environment.
- Skill in developing reports with Crystal Reports and Oracle BI Publisher.
- PeopleSoft Financials implementation and/or upgrade skills and experience, including software development of Accounts Payable, General Ledger, and Purchasing modules.
- Oracle knowledge, experience, and skills.
- Skill in Unix, Korn shell, and shell scripting.
- Experience and skill in performing data migrations, writing scripts to migrate data, and working with data migration and interface tools such as Component Interface.
- Skill in developing, scheduling, and monitoring interfaces between systems, with preferred experience in maintaining financial interfaces between PeopleSoft and statewide systems managed by the Texas Office of the Comptroller of Public Accounts.
- Strong knowledge of system architecture, including file servers, application servers, and process schedulers.
- Excellent verbal, written communication, and presentation skills.
- Ability to establish and maintain good, professional working relationships with coworkers, management, agency staff, and external contacts.

PHYSICAL REQUIREMENTS:

- Typical office work environment.
- Must be able to use computer for long periods of time.

OTHER:

Military Crosswalk information can be accessed at: [Military Crosswalk](#)

Must be willing to work in a non-smoking environment and adhere to all applicable Department policies and procedures. Must be willing to work overtime if necessary which may include nights and weekends. Must attend work regularly and adhere to approved work.

TO APPLY

To apply for an opening with TDHCA, you must complete the State of Texas Application for Employment electronically at www.WorkInTexas.com.

The State of Texas Application for Employment and other qualifying documentations must be submitted no later than 5:00 pm on the closing date of the job vacancy notice. For vacancies that are posted "open until filled" it is recommended that applications be submitted as soon as possible. **Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.**



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It is important that your application show all the relevant education and experience you possess. Please include all information requested, e.g. education, experience, previous compensation, reasons for leaving, and other information - do not leave any field blank. Applications may be rejected if incomplete.

Resumes will not be accepted in lieu of your online application.

ADDITIONAL INFORMATION

- Official transcripts or other minimum requirement validations will be requested of final applicants.
- A signed application will be required prior to employment.
- Criminal history checks will be conducted before an offer of employment is extended.
- Only applicants who are interviewed will receive written notification of posting results.

Thank you for considering employment at the Texas Department of Housing and Community Affairs. We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen.

Males born on or after January 1, 1960, between the ages of 18-26, will be required to present proof of Selective Service System registration on the first day of employment or proof of exemption from Selective Service registration requirement.

The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. Failure to provide this information within the required timeframe will result in the offer being rescinded.

The Texas Department of Housing and Community Affairs is an Equal Employment Opportunity employer.