



EMPLOYEE NAME: _____

Revised: 11/10; 10/12; 10/17; 6/18; 11/20

JOB DESCRIPTION

POSITION TITLE: Software Engineer I, HRMS/Payroll	JOB CODE: 446E
DIVISION: Technology Services	SALARY SCHEDULE: Technology Services
DEPARTMENT: Information Systems	WORKDAYS: 238
REPORTS TO: Director, Information Systems	PAY GRADE: Rank E (NT05)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Responsible for the design, development, and implementation of HRMS/Payroll IS systems. Develops design and functional specifications, produces deliverables related to the project(s) assigned and assists in post implementation support and system enhancements. Responsible for selecting appropriate tools to develop systems and software. Responsible for gathering, compiling and synthesizing information regarding technology processes or systems. Experience in implementation and support of Human Resources, Payroll and/or Financial systems.	

REQUIREMENTS:

1.	Educational Level: Bachelor’s Degree in computer science, Information Systems, or other related field or equivalent work experience
2.	Certification/License Required: None
3.	Experience: 2 years of systems analysis/programming experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Provides input to project plans for application development and implementation.
3.	Completes system functional and detailed design specifications, development test plans, integration test plans, construction elements, and implementation plans as defined in the Software Development Life Cycle, while adhering to application development quality initiatives.
4.	Executes development and integration test plans, taking corrective action as required.
5.	Provides constructive feedback and commitment to continuous improvement.
6.	Participates in the resolution of service requests from the Customer Care Center (CCC) within approved guidelines and timelines.
7.	Provides support and consultative services to the end-user community in response to service requests from the Customer Care Center (CCC).
8.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____