

JOB DESCRIPTION

POSITION TITLE: Software Engineer II, HRMS/Payroll	JOB CODE: 446C
DIVISION: Technology Services	SALARY SCHEDULE: Technology Services
DEPARTMENT: Information Systems	WORKDAYS: 238
REPORTS TO: Director, Information Systems	PAY GRADE: Rank C (NT03)
FLSA: Exempt	PAY FREQUENCY: Monthly
<p>PRIMARY FUNCTION: Provides technology recommendations based on long-term IT organization strategy. Develops enterprise level application and custom integration solutions through multiple methods including RFP's, major enhancements and interfaces, functions and features. Uses a variety of platforms to provide automated systems applications to customers. Provides expertise regarding the integration of applications across the business. Determines specifications, then plans, designs, and develops the most complex and business critical software solutions utilizing appropriate software engineering processes-either individually or in concert with project team; will assist in the most difficult support problems. Develops programming, development and implementation standards and procedures as well as programming architectures for code reuse. In-depth knowledge of state-of-the art programming languages and object-oriented approaches in designing, coding, testing and debugging programs. Understands and consistently applies the attributes and processes of current application development methodologies. Researches and maintains knowledge in emerging technologies and possible application to the business. Viewed both internally and externally as a HRMS/Payroll functional and technical expert and a critical technical resource across multiple disciplines. Acts as an internal consultant, advocate, mentor and change agent.</p>	

REQUIREMENTS:

1.	Educational Level: Bachelor's Degree in computer science, information systems, or other related field, or equivalent work experience; Master's degree preferred
2.	Certification/License Required: None
3.	Experience: 5 years of experience in multiple IT areas including 2-3 years of relevant application architecture experience; requires advanced to expert level knowledge and understanding of architecture, applications systems design and integration
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.	Assists subordinate personnel in the application services organization as required.
3.	Manages project plans and tasks for HRMS/Payroll projects.
4.	Leads the development of RFP's, application requirements, completes feasibility studies, and provides recommendations for management.
5.	Moderates and inspects Software Development Life Cycle (SDLC) deliverables and project deliverables; e.g. system specifications, development test plans, integration test plans, and construction elements.
6.	Completes system functional and detailed design specifications, development test plans, integration test plans, and construction elements as defined in the SDLC, while adhering to application development quality initiatives.
7.	Executes installation, development and integration test plans, taking corrective action as required.
8.	Provides constructive feedback and has a commitment to continuous improvement.
9.	Provides support and consultative services to the end-user community in response to service requests from the Customer Care Center (CCC).
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____