***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **IT Senior PeopleSoft System Administrator**

Job Family: Information Technology

Sub Family: IT - Applications Analysis

**Job Summary:**

The Senior PeopleSoft Administrator manages all PeopleSoft production and non-production environments with a focus on security. This includes installations, patches and upgrades, data refreshes, performance tuning, system maintenance and monitoring.

**Essential Functions:**

* Responsible for installation, administration, security and maintenance of the infrastructure supporting the PeopleSoft applications, including web servers, application servers, process scheduler, report servers, and file servers.
* Performs regular security and data integrity analysis.
* In collaboration with other administrators, monitors and improves the availability, reliability, performance and security of all PeopleSoft environments for UNIX and NT servers and Oracle databases including capacity planning for future growth.
* Works with data communications group and server administrators to establish appropriate firewall security for all PeopleSoft servers.
* Documents standards for PeopleSoft architecture and configuration as well as day-to-day operational procedures and protocols.
* Provides PeopleSoft administration support for third party component integration with PeopleSoft applications.
* Set up and configuration of integration broker gateway, services, service operations, queues, routings and application messages for internal and external integrations.
* Facilitates planning system changes as well as problem analysis and resolution for system issues, including debugging errors in all stages of project life cycle in collaboration with the Applications Development team.
* Attends training and/or conferences to stay abreast of new technology.
* Researches available and future releases of PeopleTools and recommends improvements/use of appropriate solutions/tools/security to application group.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Information Technology, Computer Science, Systems Administration, Computer Engineering or a related field.

Experience: Four (4) years of human resource system administration experience in a production (PeopleSoft preferred) environment with multiple interfaces to other systems.

Supervisory:

Licensure/Certification:

Other: Equivalent eight (8) years combination of formal system administration education/training and/or PeopleSoft application administration

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E0789G

SOC Code: 151121 IPEDS: Computer

EEO6 Code: Professional State Code: 9757003

USM eCode: E40075 AAP Code: 3A