

University of Houston – Clear Lake

Position Description

Job Title: **Functional Analyst I**

Job Code: **3141**

Pay Grade: **020**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree or equivalent combination of experience and education.	Bachelor's degree in computing related field.
Experience	Minimum one year experience working with databases, to include MS Access.	Experience with student administration systems, especially PeopleSoft.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Responsible for providing support to the PeopleSoft Oversight and Functional Team (PSOFT) in the tracking and problem solving of issues that arise in the PeopleSoft Student Administrative and Advising (SAA) system for the UHCL campus. Work with supervisor to explore PS SAA technical solutions for end users at UHCL. Responsible for the maintenance of an issues log to facilitate tracking and timely resolution of PeopleSoft operational problems that are solved within UHCL, as well as those passed along to UHS for support. Provide support for security-related issues in PeopleSoft SAA.

Duties and responsibilities

% Time

Provide technical troubleshooting support in resolving SAA operational issues.	50
Maintain issues log tracking and reporting system.	30
Testing of solutions developed within UHCL and UHS. Other duties as assigned.	20

This position description describes the general qualifications, duties and responsibilities of work being performed.