

University of Houston – Clear Lake

Position Description

Job Title: **Functional Analyst II**

Job Code: **3142**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree.	
Experience	Minimum of three years experience working with databases, including experience working with relational databases. Minimum of two years experience in Enrollment Management or Student Services.	Experience with PeopleSoft Student Administration System Admissions, Prospects and/or Campus Community. Strong query writing skills.
License/Certification		

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

POSITION SUMMARY

Responsible for testing, training, and implementing of upgrades for the PeopleSoft Student Administrative System for the UHCL campus. Serve as a troubleshooter for operational problems. Provide support to the SAA system to include Admissions, Prospects, Campus Community, Student Records, Financial Aid and Advising modules. Monitor process and assist in the testing of patches to the SAA system. Participate in preparing end-user training materials and conduct training sessions as needed. Provide PS security support, including issuing of new user ids and security setting problem-solving. Develop queries for university community as requested.

Duties and responsibilities	% Time
Work with all end users of the SAA system to provide daily operational support including any daily processing.	40
Assist with testing, troubleshooting and developing queries for university constituents and provide support with PS upgrades and the testing of patches.	30
Work with users to develop modification specifications and to setup functionality to assist with daily operations.	15
Prepare training documentation and train end-users. Other duties as assigned.	15

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