

Job description for my former position as
Employee Services PeopleSoft Systems Administrator

- Analyze and install PeopleSoft software releases, updates, and fixes. Ensure that product customizations are not compromised during the installation of upgrades. Keep all databases up to date as needed, with minor upgrades including Tax Updates, unless directed otherwise by management.
- Installation of in-house developed customizations across the supported migration path consisting of 4 stages including the production environment.
- Provide accountability for each vendor update and Baxter customization to the PeopleSoft system. Able to answer who, what, when, where, and why for every project traveling up the supported migration path to production.
- Enhance and maintain the in-house developed project tracking system including keeping existing documentation current as well as occasional training sessions, and notification of enhancements to end users.
- Interact with staff in a customer service capacity. Able to tactfully and effectively enforce project documentation standards.
- Perform PeopleSoft operator ID creation, management, maintenance and deletion for all development and test databases. Assist the production system Security Administrator with management of PeopleSoft roles & permissions.
- Interface with Network Admin to ensure that employees and consultants have appropriate access to network drives.
- Support functional & technical staff with hardware or software related questions, network or connectivity questions, and any general assistance that may be required regarding the systems, software, and resources.
- Proactive notification to technical staff regarding changes, updates and new features.
- Assist the Systems Architect in coordinating normal periodic maintenance of test & development databases and projection of hardware purchases including systems peripherals, software and other components.
- Assist with the development, implementation and running of restore/refresh procedures.
- Familiar with medium to large-scale computer center operations.
- Interface with the offsite data management support center for the management of UNIX/Oracle environments (Sun Solaris).
- Occasional evaluation of new software.
- Knowledge of Oracle SQL and Unix scripts
- Knowledgeable in the use and operation of personal computers including IBM PC/Clones, their operating systems, and common MS applications and peripherals.
- Familiarity with the use of local area networks running Novell Netware.
- Proactive in identifying problems (or potential problems) and supplying solutions.