ERP Reporting Specialist  
Financial Applications Specialists Team (FAST)

Department of Business and Financial Services

Classified Position, Level 17  
Salary Range: Refer to Classified Salary Scale  
12 Month Position, 8 hours per day

DESCRIPTION:
The ERP Reporting Specialist is responsible for the assessment, design, development, testing and maintenance of custom reports for the LCPS Enterprise Resource Planning (ERP) System. This position will work closely with the ERP System Administrators and departmental leadership to deliver a robust reporting solution for both the financial and HCM components of the ERP. This position will act as a liaison between internal and external clients as well as IT groups that interact with the reporting components of the ERP system.

The ERP Reporting Specialist will work on multiple deadline driven projects of varying complexity on a routine basis to support the needs of the business. This position will collaborate with users to deliver and enhance reports to verify the accuracy and integrity of data as well as provide support to the upgrade, patching, auditing, testing and training events.

PRIMARY RESPONSIBILITIES:
Knowledgeable in the ERP financial and HCM functional business areas and related data objects, as well as proficient with SQL queries, XML/BI Publisher, OBIEE, OBIA and seeded Oracle EBS reports. Duties include, but are not limited to: Design and customize BI Answers, reports, dashboards and BI deliverables according to requirements; document summary and detailed specifications for all reports; develop ad-hoc reports and queries to support strategic data analysis; evaluate existing reporting solutions to find opportunities for improvement; configuration of dimension tables in the business layer for drill-down functionality; creation/maintenance of a report repository with related documentation; utilize advanced techniques in spreadsheet, database and/or presentation software.

QUALIFICATIONS:
- Holds a Bachelor’s Degree from an accredited college or university in Computer Science, Business Administration, or related field or equivalent experience.
- Possesses strong SQL and analytical skills, including the ability to analyze and interpret data.
- Has successful experience in report writing using various tools in an ERP system such as Oracle. Preferably working knowledge of Oracle EBS R12.2.4 and later.
- Knowledge of data warehousing concepts. Experience in presentation service objects like answers and dashboards. Familiarity with the OBIEE/OBIA Admin tool for developing metadata, OBIEE RPDs, data integration processes and multidimensional databases. Cloud experience a plus.
- Advanced knowledge of applications ancillary to the ERP such as common office productivity software suites like Microsoft Office. Keen awareness of industry reporting trends.
- Ability to work independently or as part of a team. Ability to multi-task in a fast paced environment.
ERP Reporting Specialist
Financial Applications Specialists Team (FAST)

- Has the ability to effectively deliver and communicate information in a variety of settings and to diverse audiences, throughout all levels of an organization.
ERP System Administrator
Financial Applications Specialists Team (FAST)

Department of Business and Financial Services

Administrative Position, Level 1
Salary Range: Refer to Administrative Salary Scale
12 Month Position, 8 hours per day

DESCRIPTION:
The HCM System Administrator is responsible for the security, configuration and maintenance of the Human Capital Management elements of the LCPS Enterprise Resource Planning (ERP) System. This position will work closely with the Financials System Administrator to provide secondary support for all financial applications and primary support for the Payroll, Absence Management, Time & Labor, Learning Management, Advanced Benefits and other related Human Resources and self-service components. This position requires collaboration with internal and external stakeholders that work with the ERP system. This position will provide vital support to the post implementation integration, testing and training needs of the organization.

This position is responsible for the completion of work tickets through resolution that are associated with the HCM modules and security as well as the coordination of testing and upgrade events between the functional departments. Training is another component that involves the development and maintenance of “how-to” documents for the learning library or Oracle intranet space. The HCM system administrator will assist with providing informational materials at a level and form suitable for the intended audience. The training materials may be for internal or external dissemination.

PRIMARY RESPONSIBILITIES:
Knowledgeable in the functional business areas as well as proficient ERP system administrator experience. Duties include but are not limited to participation on the ERP Change Control Board; functional configuration and maintenance; patch/upgrade planning and impact analysis; testing; training; module integration; ad-hoc queries and system access control. Provides support in the way of corrective action for system defects and audit findings with adherence to industry standards and functional design concepts.

QUALIFICATIONS:
- Holds a Bachelor’s Degree from an accredited college or university in Computer Science, Business Administration, or related field or equivalent experience.
- Has successful experience in maintaining an ERP system such as Oracle. Working knowledge of applications ancillary to the ERP such as common office productivity software suites like Microsoft Office.
- Possesses strong knowledge of the security and best practices related to the maintenance and support of an ERP system.
- Has the ability to effectively deliver and communicate information in a variety of settings and to diverse audiences, throughout all levels of an organization.
Procurement Supervisor

Department of Business and Financial Services

Administrative Position, Level 3
Salary Range: Refer to Administrative Salary Scale
12 Month Position, 8 hours per day

DESCRIPTION:
The Procurement Supervisor is responsible for assisting the Procurement Director with the procurement function (except for capital construction) for Loudoun County Public Schools and the management and evaluation of procurement staff.

PRIMARY RESPONSIBILITIES:
- Manage the competitive procurement process to determine the method of procurement to be utilized for the source selection of high profile and complex projects, goods, and services, in compliance with the Virginia Public Procurement Act (VPPA) and School Board policy.
- Oversight of the solicitation process to include development of specifications, scope of work, invitation for bid/request for proposal criteria; providing direction as to most efficient procurement method and proper preparation of procurement documents; review of procurement requests for adequacy and completeness; make revisions to submissions to ensure compliance with legal requirements, best procurement and standard business practices; and issue recommendations to Procurement Director as to award of vendor solicitations and contracts.
- Identify, evaluate, and coordinate cooperative procurements to increase office efficiency and save taxpayer dollars.
- Approve purchase orders exceeding $5,000 and review for compliance with VPPA and School Board policy including appropriate use of LCPS and other jurisdictions contracts.
- Train and assist procurement staff in securing complex purchases in compliance with policies and procedures using automated procurement systems.
- Act as team leader for process improvement, automation, and change management; oversee and manage the re-engineering of purchasing processes and services throughout the division.
- Supervise, coordinate and evaluate performance of assigned staff.
- Oversee the furniture, fixture, and equipment for the opening of new schools, programs and renovations.
- Assist Procurement Director with creation and maintenance of a vendor relations program, replacement of obsolete online bidding system; development of the office direction, priorities, goals and objectives to meet school system needs; implementation of internal office systems to effectively meet operating goals and objectives; development of internal policies and operating procedures; and train internal and external staff to effectively carry out procurement functions.

QUALIFICATIONS:
- Holds a Bachelor’s Degree in Public Administration, Business, or related field from an accredited college or university or the equivalent combination of education and experience that would provide the appropriate knowledge, skills, and abilities.
- Certification as a Certified Professional Public Buyer (CPPB) or Certified Public Procurement Officer (CPPO), preferred.
Procurement Supervisor

- Has successful experience in public sector purchasing; or any equivalent combination of education and experience that would provide the knowledge, skills, and abilities necessary to perform effectively in the position.
- Possesses excellent organizational ability and the skill to manage diverse and complex assignments; multiple projects; a record of employment that verifies a high level of reliability, attention to detail, good judgment and the ability to work effectively within a diverse organization.
Retirement & Disability Specialist

Department of Business and Financial Services

Classified Position, Level 16
Salary Range: Refer to Classified Salary Scale
12 Month Position, 8 hours per day

DESCRIPTION:
Performs activities related to providing employee and retiree benefits, manages enrollment in employee benefit plans, interprets complex leave, retirement and benefit rules, procedures, and requirements for school division employees, researches and analyzes personnel data to provide information to or counsel employees about requirements or eligibility for leave or retirement benefits. Work involves application of school board policy and compliance with legal requirements. Work is performed independently, but is subject to detailed rules, procedures and guides, which require interpretation and judgment to apply. Work is subject to frequent interruptions, inflexible deadlines and peak work periods.

PRIMARY RESPONSIBILITIES:
- Develops orientation sessions and presentations; assesses orientation sessions and makes recommendations for modifications; Creates educational materials related to specific benefit plans, newsletter articles and video recordings to enhance educational content.
- Counsels employees on retirement & disability programs.
- Oversees paperwork and on-line applications for tracking leaves, retirement, and worker compensation.
- Serves as subject matter expert with regard to detail of benefit plans administered.
- Demonstrates job specific knowledge of school policies, federal and state regulations.
- Manages difficult and/or emotional situations with tact and diplomacy; maintaining appropriate confidentiality.
- Monitors and interprets self-insured workers compensation and disability programs including making recommendations for changes to the programs and to administration guidelines.
- Prepares mandated reports as required by federal and state; Coordinates information between school system and third party claims administrators.
- Researches, reconciles and documents employee complex benefit issues.
- Handles disability accommodations by ensuring all requests are reviewed and adhere to the requirement of the Americans with Disability Act and EEOC regulations.
- Follow all related Standard Operating Procedures (SOP).
- Assists with calculations of retirement estimates based on review of personnel records and evaluation of service time and salary data; utilizes available technology to compute retirement benefits; Processes applications for retirement or leave; determines eligibility for leave and retirement.
- Ability to conduct training sessions for related benefits, not limited to disability, FMLA and leave, and retirement processes.
- Performs work of subordinate staff as required to fulfill office mission; Performs related work as required.
Retirement & Disability Specialist

QUALIFICATIONS:
Bachelor's Degree and significant experience in administrative support functions or any equivalent combination of education and experience that would provide the following knowledge, abilities, and skills:

- Five or more years of applicable experience including work with an automated mainframe system and knowledge of the school system
- Working knowledge of a PC including Microsoft Office, and ability to use a calculator
- Excellent human relations and communication skills and the ability to work under pressure are essential; the ability to demonstrate attention to detail and multitasking