



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Sr. Oracle Applications Systems Administrator	Job Code:	7000200	Job Grade:	IT9
Reports To:	Application Support & Development Manager	Pos. No:	Various	FLSA Code:	E
Department:	Information Technology Services	Loc. Code:	Various	SIC Code:	9311
				WC Code:	8810
Division:		CS Code*:	C	EEO Code:	C01

Summary of Functions: Secures, Reviews, Analyzes, Designs, Implements and Maintains Oracle Applications (E-Business Suite - Financials, CLASS-Countywide Receipting, FAMIS, and KRONOS). Gathers requirements from users for new or enhanced programs and systems and creates specifications and recommendations. Writes, tests, debugs, and documents programs and systems for database access, modification, and reporting. Manages and controls the security and access, and ensures adherence to change management policies and procedures; converts third-party applications; and supports third-party applications.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. E-Business Suite – Implements the EBS security model by defining menus, responsibilities, request groups, functions, password resets, and menu exclusions including, but not limited to: Function Security, Data Security, Oracle User Management, Profile Options, Printer, Password Resets, Oracle Applications Manager (OAM), Concurrent Programs and Requests, and Oracle Workflow.	30	E
2. CLASS (Countywide Receipting) System generates proper accounting to reflect impacts to revenue and cash accounts within the General Ledger. Configure the Receipting Menu definitions and setups, train departments, password resets, and engage in user acceptance testing (UAT). Edit and/or perform update Department’s Receipting Menu as requested.	30	E
3. FAMIS - Enterprise Facilities Management system provides software products and services to help organizations maintain and operate facilities assets. Create new users, administer security groups, oversee self-service security, perform password resets, and administer personnel configuration. Edit/Update user access upon request.	20	E
4. KRONOS – Trouble shoot time clock issues: reset clocks, program new clocks, trouble shoot punches, restart server, and administer patches.	10	E
5. HEAT TICKET SYSTEM – Monitors Oracle queue, quickly addressing issues.	10	E

Minimum Qualifications:

Education, Experience and Training:

Education and experience equivalent to a Bachelor's degree from an accredited college or university in Computer Science, Information Technology, Mathematics, Engineering, Business Administration, Public Administration or in a technical job related field of study. Four (4) years of related work experience in a large enterprise systems environment; using Oracle platform, SQL and PL/SQL skills.

Special Requirements/Knowledge, Skills & Abilities:

Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Experience working on AIX platform to perform required job functions. Experience with Oracle Applications version 12 or higher financials, human relations, and payroll. Experience using Oracle APIs for Oracle Applications version 12 or higher required. Experience with Unix shell scripting, and TOAD. Query tuning experience. Oracle Certified Developer preferred. Knowledgeable of database requirements for high availability environments. Knowledge of creating new tables, indexes, views, synonyms, and constraints. Experience interfacing and converting to and from Oracle Applications objects required. Must possess a valid Texas Drivers License and good driving record. Will be required to provide a copy of 10-year driving history. Must maintain a good driving record and remain in compliance with Article II, Subdivision II of Chapter 90 of the Dallas County Code.

“Individuals holding or considered for a position which has, or may have, access to criminal justice databases including the FBI Criminal Justice Information Systems, NCIC/TCIC and similar databases, must pass a national fingerprint-based records check prior to placement in such position and may be denied placement in such positions and/or access to such systems. Incumbents must also maintain the ability to pass the records check while in the position or until such time that the Commissioners Court and the County Civil Service Commission deem this position no longer has this requirement.”

Must have a valid Texas Drivers License and good driving record. Will be required to provide a copy of 10-year driving history. Must maintain a good driving record and remain in compliance with Article II, Subdivision II of Chapter 90 of the Dallas County Code.

Physical/Environmental Requirements:

Standard office environment. Must be able to work varied days and shift schedules, to include weekends and holidays. Requires prolonged sitting, standing, walking.

Hay Points/Point Factor:

KH: FI3: 264 pts., PS: E4 (43%) 115 pts., AC: E2C 115 pts., TTL: 494 pts., KH/PS/AC: 54-23-23, Profile: L

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 11/2014; 10/19/2015

Approved by Civil Service Commission on

Date 11/17/2014; 10/19/2015

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements
C:\Users\Brandon.Denson\Desktop\New Folder (2)\Senior Oracle Applications Systems Administrator -- 7000200.Doc

will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.