

**Title:** OCTO PeopleSoft Funct - (HR&eRecruit)      **Region:** District of Columbia  
**Req ID:** 592295

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**Details****Requisition Details**

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**Req. Class:** BSAV1 : 4-Master      **Region:** District of Columbia  
**Title:** OCTO PeopleSoft Funct - (HR&eRecruit)  
**Req. Status:** Open  
**No. of Openings:** 1      **No. Filled:** 0  
**Start Date:** 04/30/2019  
**No New Submittals After:** 04/20/2019

**Worksite Address:** 200 I street

**Agency Interview Type:** Either Webcam or In Person

**Advanced Technical Screening Required?:** No

**Existing Incumbent Resource?:** Yes

**Hours/Units per day:** 8

**Days per week:** 5

**Requisition Description**

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**Engagement Type:** Contract

**Short Description:** The Government of the District of Columbia, Office of the Chief Technology Officer (OCTO) is looking for PeopleSoft HCM Functional Subject Matter Expert in Core HR, eApps resource with Peoplesoft Recruiting Solutions

**Complete Description:**

Detailed Job Description Responsibilities: 1. Configure core HR, use Peoplesoft Recruiting solutions for streamlining recruitment process with Candidate Gateway and Talent Acquisition Manager. 2. Set home page for recruiters, recruiting managers and hiring managers as a central point for launching and performing recruiting activities that allows commonly performed activities, search launches, alerts, applicant list collections, recruiting metrics, and lists of both job openings and applicants. 3. Closely work with DCHR policies and District Agencies in meeting their screening process requirements of external and internal applicants. 4. Generate Recruitment letters online using Oracle BI publishing tool with custom Offer templates provided by DCHR 5. Schedule interviews through integration with MS Outlook. 6. Provides guidance and expertise to PeopleSoft technical developers working on Core HR and eRecruiting 7. Coordinates testing efforts with the Software Quality Assurance team. 8. Develops, implements, maintains and enforces documented standards and procedures for the design, development, installation, modification, and documentation of assigned modules. 9. Documents and provide training for policies and procedures regarding the PeopleSoft Recruiting Solutions. 10. Ensures project life-cycle is in compliance with District standards and procedures. 11. Troubleshoots operational issues. 12. Provides support for any PeopleSoft development projects. ---CONTRACT POSITION DESCRIPTION---  
 Complete Description Responsibilities: 1. Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements. 2. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operation time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirements specifications. 3. Provides consultation on complex projects and is considered to be the top level contributor/specialist of most phases of systems analysis, while considering the business implications of the application of technology to the current and future business environment. Minimum Education/Certification Requirements : Bachelor’s degree in Information Technology or related field or equivalent experience; or a current Project Management Professional (PMP) Certification

**Client Information**

<b>Work Location:</b>	OCTO - 200 I Street, SE Washington DC 20003	<b>Cost Center:</b>	OCTO - Office of the Chief Technology Officer
		<b>Project:</b>	

**Required/Desired Skills**

**Required /Desired**

Skill	Required /Desired	Amount	of Experience
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Prior work experience as a functional consultant in PeopleSoft HCM	Required	10	Years
PeopleSoft HCM 9.0 or higher WorkForce Administration for Public Sector	Required	10	Years
PeopleSoft HCM 9.0 or higher - Recruiting Solutions	Required	10	Years
Requirements Analysis and generation of detailed design specifications	Required	16	Years
PeopleSoft Set-up HRMS Configuration of relevant modules	Required	10	Years
PeopleSoft HCM 9.0 or higher - Core HR	Required	10	Years
PeopleSoft HCM 9.0 - Payroll for North America	Required	5	Years
Experience with MS Office (Word, Excel, Powerpoint, Visio)	Required	16	Years
16+ yrs Software Development Lifecycle experience	Required	16	Years
16+ yrs leading projects, ensuring they are in compliance with established standards/procedures	Required	16	Years
16+ yrs requirements gathering and documentation	Required	16	Years
Bachelor's degree in IT or related field or equivalent experience	Required		
PS Query	Highly desired	10	Years
Familiarity with state, local or federal government HR practices	Highly desired	5	Years
Experience with Oracle 11g or higher, Oracle SQL	Highly desired	6	Years
16+ yrs MS Office/PowerPoint experience	Nice to have	10	Years

## Questions

	Description
Question 1	Absences greater than two weeks MUST be approved by CAI management in advance, and contact information must be provided to CAI so that the resource can be reached during his or her absence. The Client has the right to dismiss the resource if he or she does not return to work by the agreed upon date. Do you accept this requirement?
Question 2	Please list candidate's email address that will be used when submitting E-RTR.

Question 3	There are no reimbursable expenses. Do you accept this requirement?
Question 4	This position has been designated to require enhanced suitability by this DC Government agency. Your candidate must be able to complete ALL compliance items and be available to work within 3 weeks of the engagement request. Do you accept this requirement?

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