

HRIS System Analyst/Architect position for P4 Performance Management, Inc.

P4 Performance Management is seeking a System Analyst/Architect with extensive knowledge of HRIS solutions to serve as a subject matter expert to the Project Manager (PM) for a Personnel System Project (PSP). The System Analyst/Architect will be responsible to the PM for assisting in the assessment of HRIS solutions for a 1 year Personnel System replacement project. The goal of the project is to replace the current personnel and benefits system which supports 700 users who manage the personnel and benefits activities of approximately 120,000 employees and retirees, Satellite Agency employees and retirees, and their eligible dependents. The Personnel System processes over 250,000 transactions annually.

The location of work for this position is Baltimore, MD. The contract duration for this position is 1 year with an optional 4 one year extensions. Contract commences on November 1st, 2009.

A detailed description of the required System Analyst/Architect duties, responsibilities and deliverables is provided below:

REQUIRED EDUCATION

1. Bachelor's degree in IT-related field;
2. AND At least 6 (six) years of experience in the field of human resource;
3. INCLUDING At least 3 (three) years of experience in a consultant role implementing human resource systems of similar size and complexity;
4. Or relevant combination of education and experience.
5. Must have served as a human resource functional lead on at least two full implementations.

DESIRED CHARACTERISTICS AND ABILITIES

1. System analysis and architect experience on medium to large sized custom development software projects.
2. Excellent knowledge of HR systems for large enterprises.
3. Excellent business systems analysis skills.
4. Experience with projects that combine COTS implementations with custom software development.
5. Ability to work in a fast-paced, dynamic work environment.
6. Strong decision making and problem solving skills.
7. Excellent English communications skills.
8. Excellent ability to understand and express complex topics.
9. Demonstrated ability to quickly comprehend project scope and business requirements.

DUTIES AND RESPONSIBILITIES

1. Provide knowledge and expertise in the following areas:
 - Staffing Transactions
 - Performance Evaluations
 - Recruitment and Examination
 - Employment Development
 - Position Control

- Employee Relations
 - Benefits Administration
 - Training Administration
 - Equal Employment Opportunity
 - Employee Assistance Program
 - Self Service
 - Leave Bank
 - Timekeeping
 - Labor distribution
2. Provide system architectural expertise.
 3. Provide input, related to the identification of business and technical requirements, driving resolutions on issues, outstanding decisions and risk pertaining to same.
 4. Act as a key business partner with client HR divisions and IT using extensive knowledge of HRIS delivered functionality, configuration, and architecture to provide user expertise.
 5. Recommend best practice solutions for business processes and application design.
 6. Lead requirements analysis workshops and documentation efforts.
 7. Gather and document architecture requirements for system configuration, internal and external interfaces, reporting, workflow and security for business processes.
 8. Develop a Conceptual Architecture Diagram that creates the high-level organizing structure of the new system, identifies architectural components and their responsibilities and relationships. Must validate that the architecture meets stakeholder goals, and where it does not, assess the impact.
 9. Work with the selected implementation contractor to gather detailed design and configuration specifications, requirements validation, issue resolution, coordination of project activities and user testing efforts.
 10. Assist in the evaluation of proposals in response to solicitations.
 11. Attend regular project status meetings to review project progress and present risks including issues and constraints that are impeding or may impede project performance. Provide recommendations for risk mitigation.
 12. Prepare and issue weekly project status reports covering all pending and current project activities. The weekly status report shall include the status, hours worked, risks and issues identified during the reporting period, and action items for week pending.
 13. Identify impacts that changes to system configuration will have on integrated systems and existing internal and external interfaces.

Please submit your resume in MS Word format to hr@p4performance.com by no later than 5pm ET on October 23rd, 2009.