



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

KHRIS BUSINESS OPERATIONS SPECIALIST

Job Number: 21000176

Job Code: 73700V120116

Job Group: 7300 - INFORMATION MANAGEMENT SYSTEMS

Job Established: 01/16/2012

Job Revised:

Grade: 18	Salary (MIN - MID):	Special Entrance Rate:
	\$26,462-\$35,056 - Hourly	NONE
	\$4,300.08-\$5,696.60 - 37.5 Hr. Monthly Salary	NONE
	\$4,586.76-\$6,076.38 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs highly complex analytical and technical work in the review and design of business processes, solutioning of business issues and the configuration and design of the Commonwealth's Kentucky Human Resource Information System (KHRIS) in an SAP environment. Responsibilities include advanced analysis, design, planning, development, testing, maintenance, and documentation of KHRIS; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have five years of professional experience in systems analysis, systems design, or systems development of which three years must have been in an SAP or ERP environment.

Substitute EDUCATION for EXPERIENCE:

Related technical or vocational training will substitute for the bachelor's degree requirement on a year for year basis.

Substitute EXPERIENCE for EDUCATION:

Professional experience in computer programming, systems analysis, project management, computer operations, business administration, or a related field will substitute for the bachelor's degree requirement on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provide technical advice and assistance to business owners and users, functional analysts, programmer analysts, business analysts and /or contract consultants in the configuration, development and integration of all components of KHRIS to enable the business processes of user agencies. May lead, coordinate and integrate the work of other Functional team staff. May serve as project leader or project manager for special assignments. Responsible for redesigns in business processes, configures and designs the enterprise software for a specific business area. The work includes reviewing and analyzing business processes, determining the most appropriate way to meet the business process needs using the SAP software, analyzing the costs of customized changes to the software, configuring the enterprise software or developing specifications for customized changes to the system, and coordinating changes to the system with other business teams. A significant aspect of the work includes developing test scripts and executing various tests to ensure that changes to the system work properly and do not have unforeseen effects on other business areas. Develops and leads the training program of entry level staff in the support of KHRIS and other HR systems. The work also requires providing technical assistance to end users by analyzing and resolving system-related problems. Work is distinguished by the broader scope of the assignments, independence in conducting and completing work, and the assignment of an ongoing project leadership role.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting or in a virtual office environment.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.