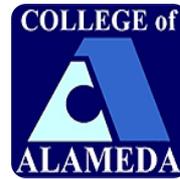




Information Technology



IT Application Services

- Independent Contractors
- Resourcing Strategy
- Questions

Activities

- ❑ **Human Resources, Benefits, and Payroll**
 - ✓ **Identifying and developing reports**
 - ✓ **Gathering and addressing functional gaps related to core business processes**
 - ✓ **Assist in future planning for PAF, Adjunct Pay, and Workflow processes**
 - ✓ **Provide ongoing functional and technical support and maintenances**

Accomplishments

- ❑ Developed approximately 80 combined online queries and reports to assist various departments (*i.e. HR, Benefits, Payroll*) in daily and monthly operations
- ❑ Created custom processes for Cost of Living Adjustments (*COLA*) as approved by the State
- ❑ Deployed a framework for validating and processing for contract balancing of regular faculty pay
- ❑ Assist in monthly Payroll processing and quarterly/annual reporting to the State and Fed (*i.e. State Unemployment and W2*)
- ❑ Develops adhoc customizations and reports required by the District (*i.e. HR, FS, and SA*) and Campuses
- ❑ Ongoing production support which includes regulatory tax updates, system testing, troubleshoot, and upgrades

Activities

Finance

- ✓ Providing functional support for Purchasing
- ✓ Assisting in addressing issues related to Requisitions, Purchase Orders, and Vouchers
- ✓ Developing reports (queries) for Business Managers, Purchasing Manager, and staff
- ✓ Develop documentation and procedures
- ✓ Performs end-user training

Accomplishments

- Improved and streamlined business process of Purchasing lifecycle from requisitions to vouchers. (e.g. requisition level taxes, line item taxation, online statics)
- Enhanced Vendor interface for identifying different categories of vendors
- Created various reports to help Purchase manage daily activities

Activities

- ❑ **Finance and Student Administration**
 - ✓ **Identifying reporting requirements**
 - ✓ **Developing and testing custom reports**
 - ✓ **Training users on using PeopleSoft reporting tools**
 - ✓ **Responsible for developing reports related to Finance and Student Administration**
 - ✓ **Provides ongoing support to address reporting needs**

Accomplishments

- ❑ **Develop reports which allows District and Campuses to track monthly and annual expenses and revenue (*e.g. Income Statements and Balance Sheet*)**
- ❑ **Created various legacy reports within PeopleSoft for SA implementation**
- ❑ **Created and taught PeopleSoft Query class for Business Managers, Researchers, and Deans**

Resourcing Strategy

Term Plan	Activities	Dates
Short	<ul style="list-style-type: none">• Provide ongoing support for current activities and project in Human Resources, Finance, and Student Administration.	Present to Jan. 2009
Intermediate	<ul style="list-style-type: none">• Stabilize existing applications and business processes• Transition consulting knowledge to fulltime staff• Hire permanent employees to maintain ERP systems• Assess and align roles and skill sets	Jan. 2009 to June 2009
Long	<ul style="list-style-type: none">• Build cross-functional expertise• Create backups among IT staff members• Developing training plan and career growth	June 2009 - Future

Information Technology Department

Technology Services Staff

**Independent Contractor
ePaperless, LLC**

Overall Responsibility

- Provides engineering and design expertise for network infrastructure and applications requirements.
- Advises management and others on complex technical issues.
- Researches and recommends new emerging technologies, techniques and tools based on business needs and requirements.
- Assists with the implementation of emerging technologies.
- Adapts current systems to meet evolving business needs.

PeopleSoft

- Implementation and management of blade server technology reducing energy costs, reducing space required for equipment and simplifying maintenance.
- Implementation of clustering technology which allows a database to remain functional even if a server fails.

Enterprise Storage Area Network (SANs)

- Design, implementation and allocation of large scale storage for files, applications and databases (PeopleSoft, Business Intelligence, Exchange, etc.)
- Allocation of Enterprise Storage for new and expanding systems.

Exchange Email:

- Implementation of hardware/software for Student Email System.
- Upgrade to Microsoft Exchange 2007 for Faculty and Staff.
- Implementation of MailXtender to provide unlimited email storage.

Disaster Recovery/Business Continuity

- Provides consultation for design and implementation planning of Disaster Recovery/Business Continuity Plan.

Advanced working knowledge in the following areas:

- Server Network Architecture and Virtualization.
- Windows Active Directory.
- MS Exchange 2003 and 2007.
- Storage Area Network (SANs).
- SQL 2005 Database and Microsoft Cluster Administration.

Transition process to Permanent Peralta Employee

- Position is created by Human Resources Department (December, 2008).
- Recruitment process begins (January, 2009).
- New employee is hired (April, 2009).
- Knowledge transfer to new employee (April, 2009 – June, 2009).