FRESNO COUNTY SUPERINTENDENT OF SCHOOLS
SHORT-TERM CLASSIFIED POSITION

ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM UPGRADE PROJECT – PROJECT MANAGEMENT

BASIC FUNCTION:
Under the direction of the Senior Director, Application Development and Support, support the management and planning of the rewrite, redesign and upgrade of the core enterprise resource planning system (ERP), at the Office of the Fresno County System of Schools (FCSS); monitor project timelines to ensure rewrite, redesign and upgrade is delivered on time, within budget and meets specified requirements; ensure a seamless and effective transition for internal and external users; collaborate closely with developers, organizational and district partners, and end-users to gather requirements and ensure alignment.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
- Assist in developing and maintaining project timelines, deliverables, and task assignments to ensure milestones of the ERP rewrite are met.
- Assist in managing the rewrite/redesign and modernization projects for Finance, Human Resources (HR), Payroll, and Position Control modules, including Accounts Payable, Budget, Fixed Assets, Receivables, and associated reporting tools.
- Collaborate on the Position Control Integration Project to streamline HR, Payroll, and Time Sheet Management workflows for improved transparency and operational efficiency within the rewrite of our current legacy systems.
- Conduct regular project status meetings with stakeholders, providing updates on progress, risks, and issues related to the ERP project.
- Contribute to the redesign, redevelopment and implementation of self-service tools and data visualizations such as the Everest Data Visualizer to empower end-users and stakeholders.
- Coordinate and track cross-functional collaboration between software engineers, Quality Assurance (QA), analysts, and partners.
- Coordinate project activities related to the rewrite, redesign and modernization of legacy Regional Occupational Programs (ROP) systems and facilitate integration planning with third-party platforms and services.
- Develop and implement training plans for end-users on the newly developed ERP system.
- Document meeting notes, action items, and project status updates to maintain transparency and alignment across the team.
- Establish and maintain ERP project documentation, including project plans, meeting minutes, and status reports.
- Prepare reports and visual dashboards that summarize progress, blockers, and upcoming work in alignment with Agile project goals.
- Support cross-functional teams in the rewrite and redevelopment of time sheet and payroll processes, ensuring accurate integration, audit functionality, and enhanced usability.
- Support risk identification and change management processes by collecting and organizing feedback from testing, development, and user support teams.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.

- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:
- Perform related duties as assigned.

KNOWLEDGE OF:
- Basic understanding of the software development lifecycle.
- Change management principles and practices.
- Documentation best practices.
- Financial ERP systems, upgrade processes, and module functionality.
- General and school business practices and procedures.
- Microsoft Office Suite (Word, Excel, Power Point & Access).
- Policies and objectives of assigned programs and activities.
- Project Management.
- Record-keeping and report preparation techniques.
- Reporting tools and techniques.
- Software engineering and QA processes and testing.
- Various collaboration platforms.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:
- Assist in developing and maintaining project timelines and deliverables.
- Collaboratively build and maintain effective working relationships across diverse groups, serving as a liaison to ensure clear communication and alignment.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Document meeting notes, action items, and project status updates clearly and concisely.
- Enterprise software applications, including but not limited to, ERP, project management, asset management and/or collaboration solutions.
- Facilitate meetings and gather requirements.
- Interpret customer needs into product features and functions that benefit customers.
- Monitor project progress and identify potential roadblocks.
- Prepare reports and visual dashboards.
- Support risk identification and change management processes.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.

- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:
- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Bachelor's Degree in Computer Science or related field preferred.

EXPERIENCE:
- One year of experience working with software solutions preferred.
- One year of experience in project management, with a focus on an Enterprise Resource Planning System (ERP) preferred.

LICENSURE AND OTHER REQUIREMENTS:
- Certifications in Project Management Professional (PMP) and Agile Scrum Master preferred.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:
- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

PROJECT-BASED POSITION:
The following position is designated as a short-term position pursuant to Education Code section 45103(b). The services to be performed are specific to the limited Enterprise Resource Planning (ERP) System Upgrade Project, which upon its completion, will not be extended or needed on a continuing basis.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:
Effective: 07/01/2025