

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

SHORT-TERM CLASSIFIED POSITION

JCN:9243
NON-EXEMPT

ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM UPGRADE PROJECT – USER INTERFACE/USER EXPERIENCE (UI/UX)

BASIC FUNCTION:

Under the direction of the Senior Director, Application Development and Support, support in the rewrite, redesign and upgrade of the core enterprise resource planning system (ERP) at the Office of the Fresno County System of Schools (FCSS); enhance the user interface and user experience; ensure a seamless and effective transition from the existing legacy applications to the newly developed applications for internal and external users; collaborate closely with developers, system analysts, and end-users to create intuitive and effective interfaces.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist in improving user experience for critical tools updated in the rewrite of the Everest Software solution such as the Time Sheet Form, Automated Clearing House (ACH) & Pay Voucher Form, Purchase Request process, and audit dashboards by applying accessibility and design best practices.
- Collaborate with cross-functional teams to design intuitive, user-friendly interfaces for modernized Finance, Human Resources (HR), Payroll, and Position Control modules, including Accounts Payable, Budgeting, Fixed Assets, and Receivables as part of the rewrite of the legacy system.
- Collaborate with software engineers to ensure design consistency and implementation in the newly developed ERP System interface.
- Conduct user interviews or usability tests (as available) to gather feedback and refine designs based on real user interactions of the newly designed system.
- Contribute to the rewrite and redesign of features from concept through final implementation of the new ERP system, under the guidance of senior team members.
- Contribute to the rewrite and updates of self-service tools and data visualization features, including the Everest Data Visualizer by aligning design decisions with user behavior and system efficiency.
- Create and document detailed design specifications, including style guides, component libraries, and interaction flows.
- Create interactive prototypes for user testing and review of the ERP system.
- Design and iterate on wireframes, prototypes, and user interface components that improve usability, accessibility, and responsiveness of the ERP system.
- Help develop and maintain a design system or style guide to ensure a unified experience across all financial modules.
- Participate in the user interface framework rewrite, redevelopment for legacy Regional Occupational Program (ROP) systems, focusing on responsive design and enhanced user engagement across platforms.
- Support the rewrite and redesign of legacy systems by creating wireframes, prototypes, and user flows that enhance usability and align with system modernization goals.
- Work closely with Systems Analysts, Project Manager and users to understand new workflows and pain points within the current HR, Payroll, Position Control, ROP, and Finance Applications.
- 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:

- UI/UX design tools and software (e.g., Figma, Adobe XD, Sketch).
- Usability testing and user research techniques.
- User-centered design methodologies.
- Wireframing, prototyping, and interaction design.
- 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:

- Collaborate with software engineers to ensure design consistency and implementation.
- Conduct user interviews and usability tests to gather feedback.
- Creatively think with providing appropriate business, design, customer context. Communicate and collaborate with effectively with developers, system analysts, project managers, and end-users.
- Design and iterate on wireframes and prototypes.
- Present design concepts and justify design decisions.
- Translate user needs and pain points into effective UI/UX solutions.
- Troubleshoot UI/UX issues and propose solutions.
- Understand key features of a topic without having the benefit of exhaustive knowledge or detail.
- 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 hands-on experience in UI/UX design with a strong portfolio of user-centered projects.

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