Job Title: Technology Applications System Manager  
Exemption Status/Test: Exempt  

Reports to: Oracle Technology Manager  
Date Revised: July 1, 2017  

Dept. /School: Oracle Technology Group  

Primary Purpose:  
Responsible for managing the system application and user security for Kronos time management applications. This includes all aspects of user support, efficient operation of the application components, and ongoing maintenance and support of the system applications. Serve as the primary contact/liaison between the user community and third party services providers. Perform all technical upgrades and implementations.

Qualifications:  

Education/Certification:  
Bachelor's degree in Computer Science or similar engineering major  
Kronos training of certification(s) preferred

Experience:  
Three + (3) years of overall Kronos experience

Special Knowledge/Skills:  
Extensive knowledge of the Kronos application  
Experience with MS SQL Server  
Ability to write complex TSQL queries  
Application/System Administration experience, software support experience  
Knowledge of human resources, time keeping, labor management and payroll system of record platforms  
XML development experience  
Effective organizational, communication, and interpersonal skills  
Excellent analytical and problem solving abilities  
Ability to work in a team environment

Major Responsibilities and Duties:  

1. Assists with the installation, implementation, and maintenance of Kronos applications.  
2. Evaluates the functionality of the systems and recommends solutions that meet business needs.  
3. Daily monitoring, support and development of the Kronos application.  
4. Provide support of inbound and outbound interfaces from Kronos system.  
5. Work with business users and external vendors to gather requirements.  
6. Partner with finance, HR, payroll, operations and other functions for business requirements, system design and implementation.  
7. Offer suggestions to help with business process improvement.  
8. Apply best practices to insure data/system integrity.  
9. Serves as the central contact person to report and follow-up with Kronos vendors on problems encountered while utilizing the application.  
10. Participates in software installation and patch upgrades.
11. Communicate and collaborate with all project team members to ensure high quality and timely project delivery.
12. Supports with the development of training materials and assists when necessary.
13. Additional duties required as directed by the Oracle Technology Manager.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors**

- **Tools/Equipment Used:** Personal computer/mobile device
- **Posture:** Prolonged sitting for long periods of time
- **Motion:** Occasional reaching
- **Lifting:** Occasional light lifting and carrying (less than 25 pounds)
- **Environment:** Office environment
- **Mental Demands:** Analyzing: examining and evaluating data

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.