



U.S. Senate  
Office of the Secretary

## **HUMAN RESOURCES**

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### **VACANCY ANNOUNCEMENT**

**Previous Applicants Need Not Apply**

#### **POSITION**

Financial Systems Application Administrator

#### **DEPARTMENT**

Senate Disbursing Office/Financial Systems Program Office

#### **SALARY RANGE**

\$99,085 - \$153,584

#### **CONTACT**

Applications for the position must be submitted online; see the link below. If you need an accommodation to submit an application for this position, please contact Human Resources at 202-224-3625 or stop by the Human Resources office at SH231B.

#### **FEDERAL RELAY SERVICE**

Speech/Hearing impaired persons may contact the Federal Relay Service at 1-800-877-8339 TTY

#### **POSTING DATE**

March 10, 2021

#### **DEADLINE FOR APPLICATIONS**

March 24, 2021 Applications will NOT be accepted after 11:59 p.m.

The online application can be found in the Employment section of Senate.gov - <https://www.senate.gov/visiting/employment.htm>.

All applicants should complete a Secretary of the Senate Application for Employment and attach a cover letter and current resume to the Human Resources Department at the link listed above. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.

## **VETERANS' PREFERENCE**

Hiring for this position will be governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995. Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Secretary of the Senate and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns ("veterans") may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans' preference if the veteran cannot claim his or her veterans' preference.

To be eligible for a veterans' preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans' Preference, which may be obtained by visiting:

[https://www.senate.gov/employment/resources/pdf/SOS\\_VeteransPreference.pdf](https://www.senate.gov/employment/resources/pdf/SOS_VeteransPreference.pdf)

**If claiming a veterans' preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans' Preference along with the supporting documentation specified on that form.** If the Office of the Secretary of the Senate does not receive the Application for Veterans' Preference and supporting documentation by the closing date, the applicant's claim for a veterans' preference may be denied.

Applicants may obtain a copy of the Office's Veterans' Preference in Appointments policy by submitting a written request to [resumes@sec.senate.gov](mailto:resumes@sec.senate.gov).

Individuals who are entitled to a veterans' preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the Office of the Secretary of the Senate's obligations and efforts to provide veterans' preference to preference-eligible applicants in accordance with the VEOA. An applicant's status as a disabled veteran and any information regarding an applicant's disability, including the applicant's medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran's status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans' preference.

**UNITED STATES SENATE  
OFFICE OF THE SECRETARY**

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**Financial Systems Application Administrator**

**Department:** Senate Disbursing Office/Financial Systems Program Office

**Reports to:** Financial Systems Program Manager

**NATURE OF WORK**

This is technical work to support the operations, maintenance, implementations, enhancements, and upgrades in the management of the Senate's Oracle PeopleSoft Financial and Supply Chain Management (FSCM) Enterprise Resource Planning (ERP) solution and related middleware and applications. Work requires onsite presence with occasional remote work. Work includes functioning as the application administrator with a primary focus on PeopleSoft FSCM and assisting with other applications integrated with PeopleSoft such as Oracle Hyperion Enterprise Performance Management (EPM) applications, as well as facilitating and administering integrations with other systems. Work is bound by Title 2 of the U.S. Code; generally accepted accounting principles; Secretary of the Senate policies and procedures; the *U.S. Senate Handbook*; the *Senate Ethics Manual*; and Senate Disbursing Office and Financial Systems Program Office procedures, practices, and guidelines, but requires independent judgment in setting priorities and handling assignments.

**ESSENTIAL FUNCTIONS**

Administer PeopleSoft FSCM applications; support FSCM servers; provide technical assistance with database administration services and patch release management; and provide advisory services for software maintenance and production operations.

Support all components of the related PeopleSoft Internet Architecture (PIA), including Oracle databases, tuxedo application servers, process schedulers in Linux and Windows environments, and WebLogic configuration.

Assist with the continued design, configuration, development, enhancement, build, integration, migration, patch, upgrade, monitoring, testing, tuning, and deployment activities.

Prepare for and build new instances, perform refreshes, and apply patches.

Install and test PeopleSoft patches, bundles, and service packs using PeopleSoft Update Manager (PUM).

Adhere to configuration and change management as well as other policies and procedures.

Provide troubleshooting for isolating technical problems, analyzing issues, and optimizing Structured Query Reporter (SQR), PeopleCode, Application Engine, COBOL, and other programs.

Write and maintain technical documentation and operations maintenance manuals.

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*The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge, and skill typically required, and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.*

PB: 12

FLSA: Exempt

VEOA: C

03.12.2021



## **UNITED STATES SENATE OFFICE OF THE SECRETARY**

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Support administrative activities related to applications that integrate with PeopleSoft FSCM such as the Hyperion EPM suite, including Public Sector Budget and Planning.

Support the Stat application, server, and databases and assist with software migrations through the change control process.

Provide assistance to and work with contractors and team members who support the PeopleSoft software, servers, and associated databases.

Assist with evaluating additional functionality and tools and using current functionality and tools in other ways to take advantage of the benefits of the application for the Senate.

Provide backup for other financial systems positions as necessary, including the Disbursing IT Administrator and the Financial Systems Administrator.

Maintain current knowledge of the Disbursing Office's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; and participate in periodic exercises and drills.

### **MINIMUM QUALIFICATIONS**

Work requires a bachelor's degree in computer science, engineering, or a related field, with a minimum of five years of professional experience administering applications and a minimum of three years of experience with Oracle PeopleSoft administration (with desired experience in Oracle PeopleSoft applications in a Virtual Server/Linux/Red Hat environment; Oracle 12c and/or 19c databases; integrating PeopleSoft with other applications; Oracle Hyperion EPM Planning; Disaster Recovery planning and execution; and packaged software implementation methodology); or an equivalent combination of education and experience that provide the following knowledge, skills, and abilities:

Experience with PeopleSoft FSCM administration.

Experience installing and configuring PeopleSoft and related architecture including web, application, and database servers as well as middleware.

Experience applying bundles, patches, and upgrades to PeopleSoft using PeopleSoft Update Manager (PUM) and Change Assistant (CA).

Experience working with change management software to migrate changes.

Basic knowledge of the Senate as an institution preferred, with a desire and willingness to learn more about the legislative process, as well as the history and operation of the Senate.

Ability to communicate effectively, both orally and in writing, and provide support to senior staff, information systems professionals, and non-technical users.

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Ability to identify, troubleshoot, and proactively address problems and potential risks and implement timely solutions.

Ability to work and pay attention to detail under pressure and tight deadlines.

Excellent organizational and time management skills for handling multiple responsibilities at once.

Ability to maintain confidentiality of data.

Ability to work collaboratively and foster positive working relationships.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in an office environment and requires the use of normal safety precautions to avoid everyday risks and discomforts. Work requires frequent walking, standing, bending, and carrying items up to 25 pounds, as well as regular use of typical office equipment, software programs, and methods of communication such as a computer, e-mail, telephone, photocopier, and fax machine. Regular, predictable, and punctual attendance is required for performance of duties. Work also requires physical presence in the office, except as otherwise required by the Office of the Secretary of the Senate.

### **LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS**

Must reside within the Washington, D.C. area (includes Virginia and Maryland).

Ability to work onsite and telework on occasion.

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