CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT TRANSPORTATION – BUSINESS INITIATIVES – BUSINESS SYSTEMS
(Location - 100 King Street West, 3rd Floor)

ACTIVITY PLANNING SYSTEM COORDINATOR - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Senior Project Manager – Business Systems, facilitates the preparation of and monitors the Transportation Division's operating and capital budget at the activity level using the Division's Activity Based Costing and Activity Planning System (APS).

SPECIFIC DUTIES

Budget (Activity Planning System)
- Facilitate and assist the Transportation, Forestry and Horticulture, Parks and Cemeteries, and Waste Collection Sections in the preparation of the Division's operating budget at the activity level and quarterly budget projections using the APS.
- Develop and enhance the use of the various management systems (Hansen Maintenance Management System, Activity Planning System, as planning tools for management as well as budget preparation.
- Troubleshoot APS related issues

Financial
- Provide Transportation reporting business process guidance and troubleshooting advice to front-line staff and business trend analysis advice to Divisional Management.
- Assist with Maintenance Management System back-end data uploads (e.g., contractual services information and average daily production max value updates)
- Timely generation of the latest A/R recoverable billings (external customer invoices and internal department journals) to ensure revenue recoveries.
- Schedule and run Hansen general ledger extracts for Transportation, Forestry and Horticulture, Parks and Cemeteries and upload costs to Peoplesoft prior to the final Corporate Peoplesoft general ledger posting run.
- Attend meetings and training sessions as needed to maintain and enhance current knowledge of the latest management systems.
- New fiscal year Hansen general ledger setup (Activity Codes and Burden percentages) for all Transportation ~~OWM~~ Section Users.

Hansen Payroll Time Entry
- Extract and distribute data in a variety of standards and file media formats (e.g. weekly payroll extracts/Peoplesoft HR uploads).
- Prepare annual Hansen pay extract calendar for new fiscal year and setup bi-weekly Hansen pay extract date parameters for all Transportation sections in the Hansen system.
- Troubleshoot Hansen system hourly rate data errors/issues.
- Ensure time record modifications are captured in the Hansen system after actual Pay extracts are complete.

Quality Control and Assurance
- Analyze Hansen, general ledger, Transportation reporting and APS planning data for trends, problems, and opportunities. This includes analyzing, auditing and monitoring data which includes activity accomplishments and unit operating costs (Labour, Contractual Services, Vehicle & Equipment and Stock/Material).
- Conduct random and scheduled Quality Control/Quality Assurance data testing using OM System Diagnostic tools and Hansen general ledger pre-extract transaction listings.

Procedural – Activity Planning System and OWM Reporting Workflow
- Recommend policies, procedures, standards and processes which ensure quality, quantity, efficiencies, completeness and timeliness of data entry and OM reporting.

- Assist the Senior Project Manager – Business Systems in the development of the Division's objectives, policies, guidelines, methods and procedures related to Infrastructure Asset Management Systems.
- Assist with staff training requirements related to Hansen and OM reporting end user training programs

Technical
- Develop the use of the various systems as tools for activity planning to facilitate budget preparation.
- Make minor report tweaks as requested to existing Hansen/Crystal reports (or other reports) to accommodate Divisional reporting needs.

Prepare reports and presentations on activities and results relating to the Division's data management processes.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Participate as a Divisional/Sectional representative on various corporate committees/teams as required.

Perform other duties as assigned which are directly related to the responsibilities of the position i.e., research and project coordination, etc.

QUALIFICATIONS

1. Demonstrated knowledge of cost accounting procedures and financial accounting principles acquired through the completion of a Diploma or Degree in Business or Accounting, or equivalent combination of education and related work experience and aptitude for cross-functional business analysis.

2. Demonstrated experience in the design, development, implementation and maintenance of business systems using business applications technology, preferably in an operations environment.

3. Demonstrated working knowledge and proficiency in Windows and the MS Office applications such as Word, Excel, Outlook, Access, GIS, PowerPoint, Hansen Technologies and Crystal Reports. High aptitude for computer software applications in general.

4. Proven organizational skills and the ability to work within tight deadlines and competing priorities.

5. Strong verbal and written communication skills and effective interpersonal skills. Ability to interact with all levels of staff (front – line and management staff).

6. Excellent presentation, analytical, report and procedures writing skills and interpersonal skills required.

7. General knowledge of Transportations infrastructure and work programs.

8. Must possess a valid class "G" driver's license and access to a personal vehicle.

9. Ability to work independently or in a team environment as well as demonstrate initiative, tack, judgement and responsibility in a fast-paced environment with multiple, changing priorities.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

<u>**NOTE:**</u>

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.

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