

Office of State Budget and Management
Establish New, Appropriation-Supported Positions
2007 Session Laws, Chapter 323, Section 8.1.(b)

Agency: NC Community College System **Division:** Administration

Budget Code: 16800 **Center Title:** CIS - Training

Center Number: 12001240AT

***** Position Information *****

Proposed Classification: Business System Analyst II **Proposed Salary Grade:** 79

Salary Range: \$54,233 - \$90,435 **Proposed Effective Date:** 1/1/08

Number of Positions: 10

	<u>Current Center Authorized Budget</u>	<u>Funds Requested for Reallocation within Budget</u>
Total Budget 1200124005	\$ 11,622,042	\$ (1,000,180)
Total Budget 12001240AT	\$ 0	\$ 1,000,180
Total 2007-08 College Information System Budget	\$ 15,262,600	\$ 0.00

Funding Source(s): State Appropriations, College Information System

Justification for Position (including description of duties and responsibilities):

The College Information System (CIS) Subject Matter Experts will provide user liaison, training support, and systems analysis for the college administrative information processing systems (CIS) used at the 58 community colleges. Each position will provide in-depth support for the use of the CIS template in one of the following functional areas:

1. College Financial
2. College Human Resources
3. College Financial Aid & Student Billing
4. College Curriculum Instruction & Student Records
5. College Continuing Education & Basic Skills

The responsibilities of these positions are to:

- Provide expert application support to functional end-users at assigned college for all application modules assigned. This includes working independently with college end-user staff members to resolve the complex and difficult support situations that exist in the end-user community. (30%)
- Collaborate with and assist the College Information System (CIS) Review Teams, and college users for specific functional and software areas. This includes reviewing the impact of upcoming changes in the CIS Template with these user constituencies, and reviewing information system requests from a user perspective. (15%)

- Work with the training analysts and the Manager of the College User Support team to identify application training needs of, and provide application training to, college end- users. (30%)
- Assist in resolution of college end-user Help Desk Tickets through consultation with college end-users. (20%)
- Other duties as assigned; e.g., committee assignments. (5%)

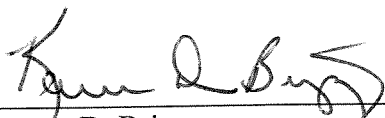
These positions will be located at community college campuses across the State to be able to provide in-depth application support and training to the local colleges. Each of the Subject Matter Experts will be providing functional and application support in the specific functional area of expertise for the approximately 29 community colleges in their assigned region. As is the case with Program (FTE) Auditors, the specific college locations will be identified when the position is filled so that the Subject Matter Expert is located at a college reasonably near their place of residence.

The Subject Matter Expert positions are a critical part of the overall plan for providing support to the 58 community colleges in their use of the CIS template. As described above, these positions provide direct support in specific functional / subject areas to approximately one-half of the 58 colleges.

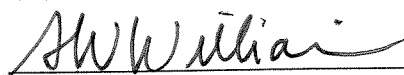
Building on the success of the CIS Training Centers that provided application training to the college functional end-users during the CIS implementation, these Subject Matter Experts will provide ongoing application training to functional end-users at the community colleges. This training is critical to the success of the colleges as they fill positions vacated by promotions, transfers, resignations and retirements and for training in new or enhanced functions of the CIS template.

Statutory Reference for Request:

This request is being submitted in accordance with 2007 Session Laws, Chapter 323, Section 8.1.(b), "Notwithstanding G.S. 143C-6-4, the Community College System Office may, subject to the approval of the Office of State Budget and Management, in consultation with the Office of Information Technology Services, and after consultation with the Joint Legislative Commission on Governmental Operations, use funds appropriated in this act for the College Information System Project to create a maximum of 10 positions or incur expenditures necessary to transfer the maintenance of administration of the College Information System Project from the vendor to the System Office. Personnel positions created pursuant to this subsection shall be located in community colleges across the state."




Kennon D. Briggs
Vice President of Business & Finance



Sandra W. Williams
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President



State Budget Officer Signature

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