

Ref: 929 PST

Position Type:

PeopleSoft Payroll Trainer

Assignment/Scope of Work:

We are seeking a Training Developer/Instructor with experience and knowledge of PeopleSoft Human Capital Management (HCM) 9.2 modules (Human Resources, Benefits, Time & Attendance, and Payroll) with a specific focus on Payroll. This individual must have a passion for training and be well versed in adult learning principles and demonstrate excellent facilitation skills in both in-person and virtual environments.

The candidate must be comfortable facilitating course material for large scale systems integration initiatives. Nominees must be flexible, adaptable, collaborative, and open-minded to meet changing program needs and requirements. Experience with the WebEx Training tool is a plus!

Required Technology Experience:

- Oracle's PeopleSoft HCM 9.2 system
- Microsoft Office Word, Excel, and PowerPoint

Knowledge, Skills, and Abilities:

- Ability to work independently and as part of a team
- Ability to work effectively and collaboratively in a virtual environment as needed
- Knowledge of Adult Learning Theory principles
- Ability to identify and establish ongoing training needs, make recommendations, and provide updates to training materials
- Ability to facilitate training classes
- Exceptional interpersonal skills, and superior oral and written communication skills

Responsibilities include, but are not limited to:

- Facilitate training courses for end users
- Anticipate and adapt to meet learner needs within the classroom setting
- Identify, develop, and test training data in the training database
- Update, test, and maintain course materials
- Partner with the change leadership team and internal SMEs to deliver excellent training materials and training classes
- Create training communications as needed (job aids, notification of system changes, etc.)
- Assess/monitor learner questions via email requests and in class to determine additional training needs

***ONSITE travel to Richmond VA required Monday -Thursday of each week. Candidates local to the Richmond, VA area are strongly preferred but all candidates must be willing to work ON SITE in Richmond, VA office of DOA, Monday-Thursday each week.

***Rate is all inclusive - no travel reimbursements will be accepted.

Timelines:

Start Date: 07/06/2021

End Date: 04/30/2022

Scheduled Work Hours:

Monday through Friday, 40 hours per week.

Location:

Richmond, VA

Ideal candidate will have:

Skill	Required / Desired	Amount	of Experience
Oracle's PeopleSoft HCM 9.2 system/Training development experience (PeopleSoft HCM modules)	Required	10	Years
Demonstrated ability to deliver end user training	Required	10	Years
Ability to identify and establish ongoing training needs, make recommendations, and provide updates to training materials	Required	10	Years
Knowledge of Adult Learning Theory principles	Required	10	Years
Microsoft Office Word, Excel, and PowerPoint	Required	10	Years

Questions:

	Description
Question 1	Absences greater than two weeks MUST be approved by CAI management in advance, and contact information must be provided to CAI so that the resource can be reached during his or her absence. The Client has the right to dismiss the resource if he or she does not return to work by the agreed upon date. Do you accept this requirement?
Question 2	Please list candidate's email address that will be used when submitting E-RTR.
Question 3	In what city and state does your candidate currently CURRENTLY reside? Local Richmond candidates preferred.
Question 4	If not local, does your candidate agree ON SITE travel to the Richmond VA office of DOA, Monday -Thursday of each week for the duration of the assignment? No exceptions.
Question 5	Is the max vendor rate you submitted for your candidate ALL INCLUSIVE? *no separate travel expenses will be accepted, hourly rate must include travel to RVA for the duration of the assignment. Pls make sure your candidate is aware and agrees to this before submitting them.
Question 6	Does your candidate have all the REQUIRED skills listed above?
Question 7	How soon can your candidate begin a new assignment in Richmond?

Criminal Background Check:

This position requires a criminal history background check.

Contact Information:

If you are interested in this position, please contact:

Katherine Zampolin, Business Development Manager
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