

APPENDIX B – SKILLS MATRIX

Job Title	Qualifications
IT Project Assistant/Coordinator	<ul style="list-style-type: none"> <input type="checkbox"/> Minimum five years of experience with IT project management <input type="checkbox"/> Proficiency in use of Microsoft Projects, Primavera or any comparable project management tool <input type="checkbox"/> Proficiency in Microsoft Word, Excel, and PowerPoint <input type="checkbox"/> PMP Certified is required <input type="checkbox"/> Excellent communication, leadership, and project management skills <input type="checkbox"/> Assess project risks and issues and provide solution where applicable <input type="checkbox"/> Ability to manage day-to-day aspects of IT operation projects with regard to scope, schedule, resources and budget <input type="checkbox"/> Demonstrated skill in coordinating logistics for project activities <input type="checkbox"/> Prepare and maintain project documentations including project schedules, status reports, presentations, resource plans, meeting schedules and notes <input type="checkbox"/> Good time management and organizational skills
Technical Lead	<ul style="list-style-type: none"> <input type="checkbox"/> Minimum five years of experience with Oracle EBS ERP applications as a technical lead <input type="checkbox"/> Minimum three to five years of experience working with Oracle Cloud ERP applications as principle consultant or solution architect <input type="checkbox"/> Minimum three years of ERP or Cloud Data Conversion processes inbound and outbound interfaces, integration using Oracle SOA, BI Publisher, PaaS Oracle Integration Cloud (OIC) experience <input type="checkbox"/> Minimum three years of experience integrating Cloud Services (interfaces, conversions and creating applications using FBDI, ADFDI, Oracle ERP Cloud SOAP/REST API and ADF) <input type="checkbox"/> Knowledge in Oracle ERP Cloud (Financials, Project Financial Management, Procurement) and experience in reporting (BI, OTBI, FRS, SmartView, Essbase)

	<ul style="list-style-type: none"> <input type="checkbox"/> Experience in Oracle Cloud Infrastructure, security, authentication, backup and recovery <input type="checkbox"/> Ability to gather requirements and communicate clearly with non-technical individuals, implementation teams, and other ancillary project members <input type="checkbox"/> Experience leading full life cycle Oracle ERP Cloud technical implementations for large complex client delivery <input type="checkbox"/> Two to five years of experience as a database administrator on Oracle (11g and up) and MS SQL Server (2012 and up), including database maintenance, patching, backup/ restore, data conversion <input type="checkbox"/> Oracle Linux administrator experience <input type="checkbox"/> Experience in Oracle SQL, PL/SQL, Forms, Reports, XML Publisher, SQL Loader, Jdeveloper, Java, Unix scripting <input type="checkbox"/> Oracle Cloud Infrastructure Certified is required <input type="checkbox"/> Oracle Cloud Platform Application Integration Certified is preferred <input type="checkbox"/> Strong written and oral communication skills; Ability to communicate effectively with technical and non-technical staff <input type="checkbox"/> Experience with creating complex technical documentation and providing knowledge transfer to IT staff <input type="checkbox"/> Sharp problem-solving, analytical and innovation skills <input type="checkbox"/> Basic project management skill to coordinate project implementation task timelines & schedules
Oracle Integration Developer	<ul style="list-style-type: none"> <input type="checkbox"/> Minimum three years of Oracle EBS application development and support experience <input type="checkbox"/> Minimum three years of experience working with Oracle Cloud ERP application <input type="checkbox"/> Experience of ERP or Cloud Data Conversion processes inbound and outbound interfaces, integration using Oracle SOA, BI Publisher, PaaS Oracle Integration Cloud (OIC) experience <input type="checkbox"/> Experience integrating Cloud Services (interfaces, conversions and creating applications using FBDI, ADFDI, Oracle ERP Cloud SOAP/REST API and ADF) <input type="checkbox"/> Oracle Cloud Platform Application Development Certified is preferred

	<ul style="list-style-type: none"> <input type="checkbox"/> Knowledge in Oracle Cloud Infrastructure, security, authentication, backup and recovery <input type="checkbox"/> Ability to develop/test scenarios and test scripts, create custom reports, and troubleshoot functional issues within Oracle Cloud, Oracle EBS <input type="checkbox"/> Experience with creating technical documentation and providing knowledge transfer to IT staff <input type="checkbox"/> Knowledge in Oracle ERP Cloud (Financials, Project Financial Management, Procurement) and experience in reporting (BI, OTBI, FRS, SmartView, Essbase) <input type="checkbox"/> Experience with Oracle EBS R12.1.3 <input type="checkbox"/> Proficient in Oracle SQL, PL/SQL, Forms, Reports, XML Publisher, SQL Loader, Jdeveloper, Java, Unix scripting <input type="checkbox"/> Knowledge of application architecture, data conversion, interface design and relational databases <input type="checkbox"/> Linux OS experience <input type="checkbox"/> Demonstrated knowledge in one or more of the following: Oracle EBS Financials, Projects, Purchasing, Payables, Receivables, Fixed Assets <input type="checkbox"/> Experience with integration to/from Oracle E-Business Suite and external systems <input type="checkbox"/> In-depth Knowledge of Application's Architecture and the underlying File System Structure on the Oracle Application Tier, Database Tier including OTBI reporting VO objects <input type="checkbox"/> Proficient in authoring, editing and presenting technical documents <input type="checkbox"/> Strong verbal, written, interpersonal, troubleshooting, and analytical skills <input type="checkbox"/> Ability to translate complex ideas into simple language for non-technical audience
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APPENDIX C – SYSTEM INFORMATION

The current ERP system, Oracle EBS, is the core financial and purchasing system of the Harbor Department. It provides mission-critical functionality required to support the Department's business operations, decision-making, timely reporting, internal controls, business process integration, and other information needs. These critical functionalities include Core Accounting, Planning & Budgeting, Procurement, Accounts Payable, Accounts Receivable, Grants & Project Management, Fixed Assets, and Warehouse Inventory and Cost Management, Debt & Treasury, and employee travel and business reimbursement expenses. The infrastructure for current system resides on-premise and all servers run in a virtual environment.

Current configuration consists of four environments: Production, Staging, Testing, and Development.

Oracle ERP Software

The Harbor Department Oracle ERP Software includes the following products:

- Oracle E-Business Suite (EBS), Release 12.1.3
- Oracle Planning and Budgeting Cloud Service (PBCS), Version 20.10.70

Functional Area/Modules

Financial Management

- General Ledger
- Payables
- Receivables
- Cash Management
- Treasury
- iExpense
- Fixed Assets
- iReceivables
- Advanced Collections

Procurement Management

- Purchasing
- iProcurement
- iSupplier Portal
- Procurement Contracts
- Sourcing
- Services Procurement
- Supplier Lifecycle Management

Workforce Management

- Human Resources
- Self Service Human Resources
- Learning Management
- Time and Labor
- Payroll

Asset Management

- Inventory Management
- Mobile Supply Chain
- Motorola Handheld Bar Scanner
- Zebra Label Printer
- Loftware Version 10.0

Project/Grants Accounting

- Project Costing
- Grants
- Project Management

Budget Management

- Planning and Budgeting Cloud Service (PBCS)

Supporting Infrastructure/Technology Stack

- OVM version 6.9
- Windows 10
- Oracle Linux Server release 6.9
- Oracle Application Server 10.1.3.5.0
- Oracle Database Enterprise Edition 12.1.0.2
- Oracle WebLogic Server 12.1.3
- Oracle Internet Developer Suite 10g
- Oracle Application Management Suite for EBS Version 12.1.3
- Approval Management Engine (AME)
- Oracle Data Integrator 11g
- Oracle Workflow
- Oracle Reporting Tools such as Oracle Reports, BI Publisher, etc.
- PL SQL
- XML
- Toad for Oracle

Interfaces

The ERP system includes interfaces to and from both internal and external systems. Interfaces include, but are not limited to the following:

Internal Harbor Department Systems:

- HDTime – Hess and Associates Custom Time Reporting System for the Harbor Department
- KleinPort Billing System – application from Klein Systems Inc. which provides port-industry revenue and bill processing
- PICS – Custom Project Information Control System which tracks capital projects

External Systems:

- City's Financial Management System (FMS)
- Various financial institutions

System	Internal or External System	Inbound (To ERP)	Outbound (From ERP)
HDTime	Internal	<ul style="list-style-type: none">• Payroll Costs• Project Costs• Employee Data	<ul style="list-style-type: none">• Project Validation Data
KleinPort Billing	Internal	<ul style="list-style-type: none">• Customer Master File• Customer Invoices	<ul style="list-style-type: none">• Penalty Invoices
City FMS	External	<ul style="list-style-type: none">• Processed Payment Info	<ul style="list-style-type: none">• AP invoices for payment• 1099 Tax Reporting• Daily Cash Balance Details
PICS	Internal		<ul style="list-style-type: none">• AP Invoice Data• Stores and Inventory Data• Procurement Data
Financial Institution	External	<ul style="list-style-type: none">• Lockbox/Deposit Transaction Data	
Financial Institution	External	<ul style="list-style-type: none">• Credit Card Transactions	
Financial Institution	External	<ul style="list-style-type: none">• Purchasing Card Transactions	

The system serves approximately 1,000 Harbor Department users.