

Sam Houston State University Human Resources

Staff Classification Description – Enterprise Resource Planning (ERP) Analyst IV

Skill Category: Professional
Position (Employee) Class: 3N512 (E1)
Grade: 22
Date: 07/2018

Department: Office of Information Technology Services

Education & Experience Requirements: Bachelor's degree with a major in computer science, business or related field from an accredited institution. Minimum four years experience in a related field. History of professional growth as evidenced by the acquisition of professional development and certification. Certification examples include Information Technology Infrastructure Library (ITIL) Foundation, ITIL Intermediate, ITIL Expert, Six Sigma Green Belt, Six Sigma Yellow Belt, Six Sigma Black Belt, International Institute of Business Analysis (IIBA), Certification of Competency in Business Analysis (CCBA), Project Management Institute Certified Associate in Project Management (PMI CAPM), Project Management Institute Agile Certified Practitioner (PMI ACP), or Project Management Professional (PMP). A combination of education, experience, certifications and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Provides advanced and highly complex programming, reporting, integration, and analytical support services for the campus Enterprise Resource Planning (ERP) system including Ellucian Banner technologies, other third-party applications, and internal programming.

Supervision Given & Received: Works under minimum direction and may supervise student and full-time employees. Leads team projects involving two or more department staff and may assist with managerial tasks.

Primary Responsibilities: Designs and implements advanced and highly complex system changes or integrations using third and fourth generation languages (e.g. Java, .Net, PHP), SQL, stored procedures (e.g. PL/SQL), XML, and/or web scripting to build and integrate systems. Leads meetings with internal and external constituents, solicits needed participation, communicates meeting objectives and negotiates action items to meet system improvement and implementation requirements. Coordinates with data owners, data custodians, Division of Information Technology staff, and contracted resources regarding the management of system and software upgrade projects. Partners with users to develop and implement test plans for programs and reports; creates related documentation; and ensures programs and reports function as required. Consults with users to define and document business requirements. Responds to, troubleshoots, and repairs issues with databases and associated applications including Banner. Implements data loading, migrations, conversions, and scheduled job operations. Writes and maintains specifications and assists in developing timelines to meet the goals of functional areas. Develops standards and procedures for programming staff. Reviews new programs including database programs, functions, procedures, and packages before they are loaded into production databases and systems. Develops and implements the processes necessary to refresh or otherwise maintain sets of data for testing and development purposes and automates processes when possible. Evaluates technical training needs, establishes materials, training schedules, and conducts technical training. Performs other related duties as assigned.

Other Specifications: Requires a demonstrated ability to establish congenial work relationships and to communicate effectively within department workgroup, throughout the university with professional or managerial staff, and with outside vendors. Interprets and implements complex policies, statutes, and regulations affecting the department or university level. Must possess advanced knowledge of the infrastructure of the college. Work requires critical judgment, a high level of initiative, and complex reasoning to solve division and university issues. Work requires attention to detail as errors can be potentially serious.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.