

# Sam Houston State University Human Resources

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## Staff Classification Description – Enterprise Resource Planning (ERP) Database Administrator I

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**Skill Category:** Professional  
**Position (Employee) Class:** 3N505 (E1)  
**Grade:** 16  
**Date:** 08/2011

**Department:** Office of Information Technology Services

**Education & Experience Requirements:** Bachelor's degree with a major in computer science or related field from an accredited institution with one (1) year relevant experience desirable, but not required, or two (2) years of higher education and two (2) years of related experience required. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** To provide skilled database analysis, design, and programming using a variety of database management systems. Perform moderately complex database administration work as related to Enterprise Resource Planning (ERP) applications and enterprise database administration (e.g. Oracle) for the SunGard Higher Education Banner ERP application and all related integrated components. Provide support to the development and implementation teams for the Banner database, Operational Data Store, Enterprise Data Warehouse, and other related ERP systems.

**Supervision Given & Received:** Usually works with general direction. May supervise student employees and/or full-time employees. May assist in leading team projects involving two or more department staff.

**Primary Responsibilities:** Implements processes/procedures necessary to maintain the databases and related systems used within the ERP system. Assists with installation, configuration, patching/updating, performance tuning, and backups of ERP databases and application servers such as Oracle DBMS and OAS. Assists with managing the security of the databases and related applications. Implements standards and procedures for database administration tasks and security policies. Performs database and application monitoring to ensure databases run at peak performance; troubleshoots performance issues. Implements procedures necessary to save and recover databases from hardware and software failures. Assists with Banner ERP application and patch update processes. Works with latest heterogeneous server operating systems (e.g. Linux, Windows Server), server/database monitoring, enterprise relational database systems (e.g. Oracle RAC), and application servers (e.g. Oracle Application Server). Assists with SQL programming using SQL and stored procedure languages such as PL/SQL. Creates, loads, and manages databases and database objects needed by the implementation, development, testing, and training teams. Performs upgrading/patching of database and related systems. Responds to, troubleshoots, and repairs issues with databases and associated applications including Banner. Implements the processes necessary to refresh or otherwise maintain sets of data for testing and development purposes and automates processes when possible. Supports data loading, migration, conversion, and scheduled job operations. Assists with managing database-level and application-level security and roles. Assists with troubleshooting development/production systems. Performs other related duties as assigned.

**Other Specifications:** To fulfill primary responsibilities, alternate work schedules may be required. Requires a demonstrated ability to establish congenial work relationships and to communicate effectively within department workgroup. Implements complex policies and broad standards affecting one or more functional areas. Work requires a considerable level of judgment and reasoning to solve issues. Work requires attention to detail as errors can be 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.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**