

Sam Houston State University Human Resources

Staff Classification Description – Senior Enterprise Resource Planning (ERP) Analyst I

Skill Category: Professional

Position (Employee) Class: 3N457 (E1), 3N527 (EA)

Grade: 24

Date: 06/2016

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 five years relevant experience in directly related field. Information Technology Infrastructure Library (ITIL) Foundation certification and history of professional growth as evidenced by the acquisition of professional development and certification required. Certification examples include 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: Serves as a mentor and subject matter expert for one or more content areas within Enterprise Services. Works as part of a team providing an expert level of 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 with broad direction. Supervises student and/or full-time employees. Leads team projects involving two or more department staff and assists with managerial tasks.

Primary Responsibilities: Designs and implements major system changes and 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. Provides an expert ability for at least one functional system utilized with the University enterprise. Mentors and guides programming staff in creating technical system specifications and performance tuning. Develops standards and procedures for programming staff. Develops and implements the processes necessary to refresh or otherwise maintain sets of data for testing and development purposes and automates processes when possible. Coordinates with data owners, data custodians, Division of Information Technology staff, and contracted resources regarding upgrading systems to new software versions. Reviews new programs including database programs, functions, procedures, and packages before they are loaded into production databases and systems. Facilitates the management of projects to ensure that users adequately test programs and reports; have appropriate related documentation; and initiatives are completed efficiently and effectively. Responds to, troubleshoots, and repairs issues with databases and associated applications including Banner. Implements data loading, migrations, conversions, and scheduled job operations. Participates in staff development planning and will train other staff members. Performs other related duties as assigned.

Other Specifications: Requires a demonstrated expert 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. 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.