

Sam Houston State University Human Resources

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

Skill Category: Professional

Position (Employee) Class: 3N510 (E1)

Grade: 18

Date: 08/2016

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. Two years experience in related field or two years of higher education and four years of experience in related field required. 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: Works as part of a team providing 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 minimal supervision and may lead team projects involving two or more department staff.

Primary Responsibilities: Analyzes functional requirements to determine moderate to complex technical requirements. Coordinates and manages meetings and works effectively with internal and external constituents. Coordinates with data owners, Division of Information Technology staff, and contracted resources regarding upgrading technical projects and secures project tasks and resources. Partners with users to execute program and report testing plans. Demonstrates consistency in generating technical documentation. Designs and implements moderately complex system changes or integrations using third and fourth generation languages (e.g. Java, .Net, PHP), SQL, PL/SQL, XML, and/or web scripting to build and integrate systems based on defined standards and procedures. Responds to, troubleshoots, and repairs issues with database objects and associated applications including Ellucian Banner. Develops and implements timelines to meet the goals of functional areas. May review new programs including database programs, functions, procedures, and packages before they are loaded into production databases and systems. Develops, implements and refines the processes necessary to refresh or otherwise maintain sets of data for testing and development purposes, converting data and systems, and automating processes when possible. Develops technical training materials and may assist in the technical training of others. Performs other related duties as assigned.

Other Specifications: Requires a demonstrated ability to establish congenial work relationships and to communicate effectively within department workgroup as well as throughout the university. May interpret and apply complex policies affecting one or more functional areas. Work requires considerable judgment and sound reasoning to solve department and division 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.

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