

Sam Houston State University Human Resources

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

Skill Category: Professional
Position (Employee) Class: 3N511 (E1)
Grade: 20
Date: 08/2016

Department: Enterprise Services

Education & Experience Requirements: Bachelor's degree with a major in computer science, business, or related field from an accredited institution. Three years experience in 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: Works as part of a team providing 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 general direction and may supervise student employees and/or full-time employees. Leads team projects involving two or more department staff.

Primary Responsibilities: Develops solutions for major 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. Determines technical solutions based upon functional/technical requirements. Coordinates with data owners, data custodians, Division of Information Technology staff, and contracted resources to develop resource needs and prioritization. Partners with users in testing programs and reports; creates related documentation; and ensures programs and reports function efficiently and securely. Leads meetings with internal and external constituents to identify project resource needs, technical requirements and testing plan needs. 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 develops timelines to meet the goals of functional areas. Participates in developing standards and procedures for programming staff along with appropriate technical documentation. 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. May train 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 and throughout the university with professional staff. May interpret and apply complex policies and broad standards affecting the university. Work requires critical judgment, a high level of initiative, 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.