

Sam Houston State University Human Resources

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

Skill Category: Tech/Para-Professional
Position (Employee) Class: 4N531 (N1)
Grade: 16
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 with one year relevant experience desirable, or two years of higher education with two years of related experience required. Professional development certifications preferred. 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: Assists the Enterprise Resource Planning (ERP) Team by providing basic programming, reporting, integration, and analytical support services for the campus ERP system including Ellucian Banner technologies, other third-party applications, and internal programming.

Supervision Given & Received: Works with general supervision and may assist in leading team projects involving two or more department staff.

Primary Responsibilities: Designs and implements minor 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. Assists with creating technical specifications from functional requirements. Customizes delivered reports and creates enterprise reports using business intelligence tools. Works with data owners, Division of Information Technology staff, and contracted resources regarding upgrading systems and reports to new software versions. Partners with users in testing programs and reports; creates related documentation; and ensures programs and reports function efficiently and securely. Codes, documents, tests, and debugs programs and integrations. Responds to, troubleshoots, and repairs issues with databases objects and associated applications including Banner. Assists other Enterprise Services Staff with defining and documenting business and technical requirements. Implements established timelines to meet the goals of functional areas. Assists with implementing the processes necessary to refresh or otherwise maintain sets of data for testing and development purposes and automates processes when possible. Reviews new programs including database programs, functions, procedures, and packages before they are loaded into production databases and systems. Assists with the development of 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. Must possess a basic knowledge of the university. Interprets & applies complex policies and broad standards affecting one or more functional areas. Work requires a moderate 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.