CLASS TITLE: Enterprise Resource Planning (ERP) Analyst II

BASIC FUNCTION:

Under the direction of the assigned supervisor, oversee and participate in a variety of highly specialized and complex activities involved in the planning, analysis, design, development, modification, maintenance, and implementation of assigned ERP modules. Lead the integration of software applications and databases, coordinate projects, services and communications to meet district technology needs related to enterprise systems development and implementation. Serve as the technical expert to assigned departments.

DISTINGUISHING CHARACTERISTICS:

The Enterprise Resource Planning (ERP) Analyst II is the most senior level position supporting KCCD's ERP systems and solutions. The ERP Analyst II has knowledge and expertise for multiple ERP components and is capable of handling the most complex tasks and issues. Has the ability to organize, project manage and implement projects requiring integration across multiple enterprise systems. Following operating policies and procedures, the ERP Analyst II receives minimal assistance and exercises discretion and independent judgment as new or unusual situations arise.

REPRESENTATIVE DUTIES:

Work with assigned departments to analyze business processes and implement technology solutions to automate business processes and workflow; participate in meetings to define and document business process requirements; research, recommend, develop and deploy enhancements to improve business efficiencies. *E*

Serve as expert resource on process/functionality issues for enterprise systems. Assist users in functional areas to understand and apply system processes and provide subject-matter expertise to internal and external clients as required. *E*

Organize, project manage and implement projects requiring integration across multiple enterprise systems. *E*

Oversee and participate in a variety of highly specialized and complex project development activities including but not limited to planning, analysis, design, programming, development and modification of assigned computer systems, software, applications and databases

Collaborate with departments to determine desired report content and parameters. Perform required analysis to ensure data extracted from the enterprise data repositories is accurate and meets the business needs. *E*

Work with department leadership and end-users to gather requirements, design and develop reports using enterprise reporting tools. *E*

Establish and maintain timelines and priorities for assigned projects, systems and applications. *E*

Serve as a lead over various projects, assignments and activities related to system and application development, analysis, design and problem resolution; train and provide work direction and guidance to assigned staff; coordinate projects and review completed work for accuracy, completeness and compliance with established standards, requirements and procedures. *E*

Lead and participate in the analysis and testing of vendor computer systems, applications and components; analyze and identify system and application needs and issues; recommend in-house or vendor solutions according to feasibility and compatibility with current systems; coordinate and recommend the purchase of computer systems and applications to enhance district operations. *E*

Perform functional configurations and maintenance for enterprise systems based on changing operational and business needs. *E*

Complete technical service requests and provide continuous business applications support for enterprise software. *E*

Review, assess impact of and assist with the implementation of ERP system upgrades. *E*

Provide IT support for regulatory and compliance activities. *E*

Keep current with the latest technology; regularly attend technical training in order to maintain technical expertise. *E*

Perform related duties as assigned. *E*

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Expert level knowledge of Enterprise resource planning systems
Systems integration to ensure compatibility and operational efficiency between databases, systems, and applications
Project Management techniques involved in the development and implementation of ERP systems
Advanced SQL and PL/SQL programming skills
Expert level knowledge of advanced programming languages and tools to design, code, test, develop, analyze, troubleshoot, and implement complex programs, modules, subsystems and applications
Data Warehouse and Data Mart concepts, structures and systems
Reporting design and delivering reporting solutions

Relational database concepts; Oracle database experience required
End-user reporting tools
Unix and Windows operating systems

ABILITY TO:
Develop in-depth knowledge and understanding of systems capabilities, end-user's information needs and underlying business practices
Lead complex project implementations; create project development plans and specifications; develop timelines and coordinate project meetings
Analyze data and develop logical solutions for information access problems
Develop complex SQL statements, procedures and functions
Debug and solve complex problems
Prepare work plans and time lines for projects and proposed systems
Work independently with little direction
Manage multiple priorities, follow project plans and meet project timelines
Learn new skills and adapt to changes in technology
Continuously update personal knowledge of industry-leading technology
Communicate effectively both orally and in writing
Establish and maintain cooperative and effective working relationships with others

EDUCATION AND EXPERIENCE:

Bachelor's degree and 4 years of ERP system support, programming or systems analysis experience.

OR

An Associate's degree in Computer Science and 6 years of increasingly responsible ERP system support, programming or systems analysis experience.

OR

High school diploma, GED or equivalent certificate of competency and 8 years of increasingly responsible ERP system support, programming or systems analysis experience.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

1. Seldom = Less than 25 percent
2. Occasional = 25-50 percent
3. Often = 51-75 percent
4. Very Frequent = 76 percent and above

4 a. Ability to work at a desk, conference table or in meetings of various configurations.
1 b. Ability to stand for extended periods of time.
4 c. Ability to sit for extended periods of time.
4 d. Ability to see for purposes of reading printed matter.
2 e. Ability to hear and understand speech at normal levels.
2 f. Ability to communicate so others will be able to clearly understand a normal conversation.
1 g. Ability to bend and twist.
1 h. Ability to lift 25 lbs.
1 i. Ability to carry 25 lbs.
4 j. Ability to operate office equipment, computer or related peripherals.
1 k. Ability to reach in all directions.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.