

**CLASS TITLE: Enterprise Resource Planning (ERP) Analyst I**

**BASIC FUNCTION:**

Under the direction of the assigned supervisor, participate in a variety of specialized activities involved in the planning, analysis, design, development, modification, maintenance, and implementation of ERP modules. Responsible for the integration of software applications and databases, coordination of projects, services and communications to meet district technology needs related to enterprise systems development and implementation.

**DISTINGUISHING CHARACTERISTICS:**

The Enterprise Resource Planning (ERP) Analyst I perform duties related to supporting KCCD's ERP systems and solutions. The ERP Analyst I generally has knowledge, expertise for a single ERP module. The ERP Analyst I receive assistance from ERP Analyst II's and third party consultants and is fully aware of the operating procedures and policies of the Information Technology department.

**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

Serve as a 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.

Oversee and participate in a variety of 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

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

Establish and maintain timelines and priorities for assigned projects, systems and applications

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

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

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

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

Provide IT support for regulatory and compliance activities

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

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Enterprise resource planning systems

Project Management techniques involved in the development and implementation of ERP systems

SQL and PL/SQL programming

Advanced programming languages and tools to design, code, test, develop, analyze, troubleshoot, and implement 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

Analyze data and develop logical solutions for information access problems

Develop SQL statements, procedures and functions

Debug and solve problems

Prepare work plans and time lines for projects and proposed systems

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 one year of ERP system support, programming or systems analysis experience.

**OR**

An Associate's degree in Computer Science and 3 years of increasingly responsible ERP system support, programming or systems analysis experience.

**OR**

High school diploma, GED or equivalent certificate of competency and 5 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 | 3. Often = 51-75 percent                |
| 2. Occasional = 25-50 percent    | 4. Very Frequent = 76 percent and above |
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- 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.*