

Job Title: ERP Database Applications Analyst

Supervisor: Director Budget, ERP & Analytics

Pay Grade: 42

Job Classification: Exempt Contract Length: 245

Job Summary

Enterprise Resource Planning (ERP) Database Applications Analyst is responsible for ERP database security administration ensuring adequate controls and safeguarding of confidential data, while maintaining integrity of the system functionality and associated transaction level internal controls. This position monitors ERP business workflow and application utilization; translates business process requirements to functional specifications; and serves as a technical liaison to the NNPS Technology department, Tyler MUNIS SaS support and other outside vendors and NNPS department contacts to resolve system problems, "debug" software functionality and interface applications issues. This position utilizes relational database solutions and/or database management systems such as Business Objects, Crystal reports and SQL query based tools for data visualization and dashboard reporting for analytics.

Essential Duties

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- 1. Serves as an ERP database security administrator, ensuring adequate controls and safeguarding of confidential data, while maintaining integrity of the system functionality and associated transaction level internal controls. ERP security includes system-level, module-level, menu and global menu access and permissions.
- 2. Assists in the development of policies and procedures related to data governance, security, and business work flow and reporting.
- 3. Perform ongoing ERP system release upgrade analysis and support, including assisting with the test plan creation, scheduling, and continuous monitoring of ASP resources to ensure patches for identified system issues are tested and applied to the live database in a timely fashion.
- 4. Through the use of various application tools, designs and implements custom system interfaces to facilitate the sharing of division data between functional areas and external vendors.
- 5. Serves on ERP System project management team for major system enhancements to existing application software. This includes assisting with project and resource plans, risk assessment and testing of data and applications as it relates to security, workflow and data interface functions.
- 6. Prepares detailed testing plans and facilitates, supervises and monitors testing of major system upgrades as it pertains to security administration, system reporting software and interface functions.
- 7. Provides support and consulting services to users of ERP system data to include custom report writing and data analysis using various relational database software tools and Microsoft applications.
- 8. Prepares and maintains current documentation of the ERP system as it relates to system reporting and interface specifications.
- 9. Maintains various ERP system tables and performs troubleshooting and analysis to address system processing errors.
- 10. Monitors ERP business workflow and application utilization for opportunities to enhance, automate and expedite process improvements to meet industry best practices.
- 11. Translate business process requirements to functional specifications (technical solutions). This includes thoroughly testing and documenting reports, queries, interfaces and system configuration changes.
- 12. Serves as a technical liaison to the NNPS Technology department, Tyler MUNIS ASP support and other outside vendors and NNPS department contacts to resolve system problems and "debug" software functionality and interface applications issues.
- 13. Utilizes relational database solutions and/or database management systems such as Business Objects, Crystal reports and SQL query based tools to develop data visualization and dashboard analytics for all staff to optimize institutional effectiveness using academic and financial data.

Other Duties

1. Performs any other related duties as assigned by the Director Budget, ERP & Analytics or other appropriate administrators.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

A Bachelor's degree in Computer Science, Information Systems or related field or equivalent work experience in ERP systems support, role based security and database management systems is required. A minimum of 3-5 years of experience with role-based security access control (RBAC), preferably with ERP systems. Strong knowledge of relational database concepts; views, tables, fields and reporting. Demonstrated experience with the development of reports and scripts using relational database solutions and/or database management systems such as Business Objects, Crystal reports and SQL query based tools. Proficient in the use of Microsoft Word, Project, PowerPoint, Visio, Excel and Visual Studio software applications. Excellent organizational skills, strong conceptual, analytical and problem-solving ability. Excellent oral and written communication skills. Ability to maintain confidentiality. Detail-oriented, well-organized; high degree of accuracy; very dependable. Must possess the ability to establish and maintain effective working relationships with staff, administrators, school personnel and contractors. Knowledge and/or experience with Financial and HR/Payroll systems and data analysis preferred.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office or school environment. The noise level in the work environment is usually moderate.

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Supervision Received: Director Budget, ERP & Analytics

This job description in no way states or implies that these are the only duties to be performed by this employee. The essential duties are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The ERP Database Applications Analyst will be required to follow any other instructions and to perform any other related duties as assigned by the Director, Budget, ERP & Analytics or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

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Supervisor	Signature	Date
I acknowledge that I have reco	eived and read this job description	n.
Employee Name (Print)	Signature	Date