Job Description

Job Title: ERP Database Applications Analyst
Supervisor: Supervisor, Payroll and ERP
Position Code: 1E45, AE45, RE45
Pay Grade: 42SR
Job Classification: Exempt
Contract Length: 245

Job Summary

ERP Database Applications Analyst position is responsible for ERP database security administration ensuring adequate controls and safeguarding of confidential data. 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 ASP support and other outside vendors and NNPS departmental contacts to resolve system problems, software functionality and interface applications issues.

Essential Duties

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.
2. Serves on ERP System project management team for major system enhancements to existing application software.
3. Assists in the development of policies and procedures related to data governance, security, and business work flow and reporting.
4. Perform ongoing ERP system release upgrade analysis and support; 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; maintains various ERP system tables and performs troubleshooting and analysis to address system processing errors.
5. Designs and implements custom system interfaces to facilitate the sharing of division data between functional areas and external vendors.
6. Translate business process requirements to functional specifications (technical solutions); monitors ERP business workflow and application utilization for opportunities to enhance, automate and expedite process improvements to meet industry best practices.
7. 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 troubleshoot and resolve software functionality and interface applications issues.

Other Duties

Performs any other related duties as assigned by the Supervisor II, Payroll and ERP Operations 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)

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 required. With 3-5 years of experience with role-based security access control (RBAC), preferably ERP systems. 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 required. Must be proficient in the use of Microsoft Word, Project, PowerPoint, Visio, Excel and Visual Studio software applications. Must possess excellent oral and written communication skills with the ability to maintain confidentiality. Must be Detail-oriented and well-organized; with a high degree of accuracy. 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

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.

Supervision Exercised: None
Supervision Received: Supervisor II, Payroll and ERP Operations

This job description in no way states or implies that these are the only duties to be performed by this employee. The ERP Database Applications Analyst will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor II, Payroll and ERP Operations, or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Signature Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date