

## Job Description

**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.

