

ERP ANALYST

Evaluates and executes daily procedures in support of Administrative Computing Services as well as supports and participates in development of information system software solutions. The ERP Analyst serves as a liaison between functional and technical resources to manage the development of new system functionality, upgrades, system modifications, and day-to-day problem analysis, issue tracking, and resolution.

REPORTS TO:

Director of ERP Programming

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Associate degree, certificate, related experience or equivalent

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Candidate should have a minimum of one (1) year of experience in COBOL programming or experience in use of ERP. Preferred candidates will have a combination of training and experience in information technology and business/operations support.

OTHER:

- Requires knowledge of general business concepts and accepted standards.
- Requires knowledge of COBOL programming language.
- Experience with system used to house the college's ERP is preferred.
- Knowledge of CL programming language and OCL job control language is preferred.
- Experience with LegaSuite and ACOM products is preferred.
- Must possess a better-than-basic knowledge of technical functions.
- Should demonstrate the ability to analyze and solve problems from a number of sources (users) with varying degrees of competence and experience.
- Must possess the ability to communicate effectively, both orally and in writing, and to establish and maintain an effective working relationship with College administrators and faculty.

DUTIES AND RESPONSIBILITIES:

- Monitor, evaluate and perform Administrative Computing Services processes in information interchange among entities both inside and outside the college. This includes, but is not limited to:
 - Nelnet (online payments)
 - Blackboard (E-courses)
 - ING (retirement management system)
 - Texas Higher Education Coordinating Board (state reports)
 - TVCC Institutional Research Department
 - Social Security Administration
 - Internal Revenue Service
 - Texas Workforce Commission
 - National Student Clearinghouse
 - EdExpress
 - CMA Sphinx
 - Transfers of Data from System i to Microsoft Excel (TVCC)
- Evaluate incorrect data, caused by incorrect data entry or external changes, and perform needed data corrections. Determine and implement solutions to protect against repeat occurrence, if possible.

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- Determine necessary file restorations to (1) correct errors (as mentioned in previous items) or (2) satisfy historical data requests.
- Employ DB/2, WebQuery or SQL to fulfill information requests.
- Assists in the analysis and development of modifications to existing software programs.
- Tests new programs from specifications.
- Modifies and tests existing programs from specifications.
- Documents new programs or modifications to existing programs according to departmental standards.
- Assists users in solving programs and answers systems-related questions.
- Work with screen design/development/modification.
- Assist with testing of new or updated software solutions.
- Assist with web-enablement of legacy programs.
- Act as System Administrator in a backup capacity.
- Monitor email and service desk software for user requests. Provide assistance to users as needed.
- Evaluate and develop new systems that will aid TVCC in developing new Administrative Computing Services applications.
- Assist in the operation of Administrative Computing Services as needed.
- Other additional duties as assigned by the Associate Vice President of Information Technology.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- May be required to work outside normal business hours in emergency situations.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 1/26/2015

Revised: 4/6/2015

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