CLASS TITLE: **ENTERPRISE RESOURCE ADMINISTRATOR**
(ORACLE ERP ADMINISTRATOR)

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the administration of a statewide enterprise resource system (ERP); to make customizations to the ERP modules including, but not limited to, general ledger, fixed assets, purchasing, procurement, sourcing, human resource, recruitment, time and attendance, projects and grants and other related modules; to work with high level functional staff to translate business requirements into the ERP system to meet statewide goals; to oversee staff engaged in the customization of the statewide ERP system; to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of an Enterprise Resource Manager with considerable latitude to exercise independent judgment working agency functional and technical staff engaged in supporting enterprise resource management systems.

SUPERVISION EXERCISED: Oversees staff engaged in ERP programming, design, reporting and functional analysis; provides technical expertise to departmental functional staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the workflow programming and oversight of ERP systems workflow.

To translate business requirements into customized workflow code in the ERP system.

To be responsible to oversee staff engaged in customizations of ERP systems to meet statewide goals.

To work closely with applications DBA in planning upgrades and ongoing security patches.

To work closely with database administrator in planning future database upgrades.

To oversee technical staff in testing ERP systems.

To work closely with ERP vendors to resolve technical issues, including patching and bug fixes.

To perform capacity planning for future enhancements.

To participate in disaster recovery exercises, both onsite and offsite.

To establish and maintain security policies and procedures for access controls.

To ensure best practices are followed within an ERP system.

To work with security, operational and administrative staff in day to day operations. Work with security, operational and administrative staff to develop formal procedures to manage the ERP systems.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques required in the administration of enterprise resource management

systems which include financial, procurement/purchasing, grants, human resource, recruitment and other related ERP modules; the ability to maintain and adhere to best practices as described in ERP systems; and the ability to oversee staff engaged in the administration and customizations of large scale ERP systems; and related capacities and abilities.

<u>EDUCATION AND EXPERIENCE</u>:

<u>Education</u>: Such as may have been gained through: graduation from a college, university or an accredited technical school of recognized standing including or supplemented by successful completion of advanced courses in computer science or closely related field; and

<u>Experience</u>: Such as may have been gained through: considerable employment in a responsible position of ERP systems within the specified software environment.

<u>Or</u>, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: March 10, 2013