



Office of Human Resources  
IT ERP Developer Associate - CI2325  
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### General Statement of Duties

Performs standard performance level, professional programming work to design and implement Enterprise Resource Planning (ERP) systems, including multiple operating systems and databases.

### Distinguishing Characteristics

There are three classifications in the ERP Developer series; however, this is not a progressive series. The Associate ERP Developer is distinguished from a Staff ERP Developer, which performs entry level professional programming work training in the maintenance and enhancement of ERP systems. The guidelines that a Staff ERP Developers uses are well defined and require minimal decision making. In addition, incumbents in this classification are expected to have basic knowledge of ERP software and ability to use basic ERP software development tools.

Associate ERP Developer is distinguished from a Senior ERP Developer, which performs full performance level professional work to design and implement ERP systems. Incumbents in this classification are expected to perform tasks that are complex in nature with a high level of independence. Finally, Senior ERP Developers are required to have advanced knowledge and experience with ERP software and be an expert in using multiple development tools within a specific ERP product. Associate ERP Developers are required to have broad knowledge and experience with ERP software, which includes knowledge of the multiple development tools within a specific ERP product.

ERP Developers are distinguished from Information Technology Developers by the specialized knowledge and experience with ERP software and ability to use ERP software development tools incumbents in these classifications must possess.

ERP Developers are also distinguished from the ERP Systems Analyst by the type of experience required to perform the job. For instance, an ERP Systems Analyst should have knowledge of the development tools used by an ERP Developer, including how to read code. However, an ERP Systems Analyst does not need to know how to write or modify code. An ERP Developer may perform systems analysis on simple tasks or elements of a system, whereas an ERP Systems Analyst is responsible for performing systems analyses on the entire system.

### Essential Duties

Works with users to evaluate business functions and needs, then determines user ERP application requirements; translates and documents ERP requirements and creates an ERP system design plan.

Consults with other ERP staff and users to identify routine problems and to create a plan for enhancement of current ERP software and systems.

Designs, develops, tests, implements, and documents both new and existing ERP systems with minimum supervision.

Writes or modifies ERP software programs including unit testing, coding, program installation and documentation (including entity relationship diagrams), for use with multi-application, multi-user database systems.

Performs impact analysis of proposed ERP software customizations, which includes reading through the software code to determine the feasibility of the customization and determining the impact of upgrades on these proposed customizations.

Performs application level performance tuning and debugging to optimize efficiency, which may include making recommendations to improve database performance.

Researches vendor provided modules, enhancements, bug fixes, and upgrades. Researches and applies vendor best practices and standards.

Contacts and works with the vendor on software issues with delivered functionality.

Assists with the integration of ERP software with other information systems; implements routine upgrades and customizations of the ERP software package.

Creates processes to update data within the ERP system.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## Competencies

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Creative Thinking – Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.

Customer Service – Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Technical Problem Solving - Troubleshoots, diagnoses, analyzes, and identifies system malfunctions to determine the source and cause of the problem.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

## Knowledge & Skills

Knowledge of electric circuit boards, processors, chips, and computer hardware and software, including applications and programming.

Knowledge of ERP database management systems, applications, and database components (tables, rows, etc.).

Knowledge of ERP application functionality, system requirements, and alternatives to configure or customize the ERP application to meet business needs.

Knowledge of Structured Query Language (SQL) in order to query data for problem solving, to create ad hoc reports, and to repair data in the database.

Knowledge of database theory and concepts and Database Manipulation Language (DML), including development of database structures and objects.

Knowledge of the principles, methods, and tools for designing, developing, and testing software in a given environment.

Knowledge of computer languages and their applications to enable a system to perform specific functions.

Knowledge of the principles, methods, and tools for analyzing and developing software test and evaluation procedures.

Knowledge of software engineering design and development methodologies, paradigms, and tools; the software life cycle; software reusability; and software reliability metrics.

Skill in troubleshooting production issues and in the use of troubleshooting and trace tools.

Ability to translate ERP functional requirements into technical (development) requirements.

Ability to use multiple ERP development tools, which includes knowledge of the capability of each tool and the advantages/disadvantages of using one tool over another.

### **Level of Supervision Exercised**

None

### **Education Requirement**

Bachelor's Degree in Computer Science, Information Systems, Business Administration, Mathematics or a related field.

### **Experience Requirement**

Two (2) years of professional experience in development and modification of ERP business applications.

### **Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

### **Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

### **Working Environment**

Work is primarily performed in an office setting and frequently at other locations for meetings.

Work involves pressure due to multiple calls and inquiries and is subject to interruption.

### **Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

**Background Check Requirement**

Criminal Check

Education Check

Employment Verification

By position, Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade:** I-813

**FLSA Code:** Y

**Established Date:** 9/21/2018

**Established By:** LS

**Revised Date:**

**Revised By:**

**Class History:**