



Office of Human Resources
IT ERP Developer Senior - CI2324
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General Statement of Duties

Performs full 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 Staff ERP Developer is distinguished from an Associate ERP Developer, which performs intermediate level professional programming work to design and implement ERP systems. Incumbents in this classification exhibit a certain degree of independence, with respect to guidelines and decision making, when performing tasks that are moderate to complex in nature. Finally, 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.

Staff 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. Staff ERP Developers are expected to have basic knowledge of ERP software and ability to use basic ERP software development tools.

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

Participates in the evaluation of user business functions and needs, then helps to determine user ERP application requirements; assists in the translation and documentation of ERP requirements.

Assists other ERP staff and users by performing tasks related to the identification of routine problems and creation of plans for enhancement of current ERP software and systems.

Assists in the design, development, testing, implementation, and documentation of both new and existing ERP systems.

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

Assists in performing impact analysis of proposed ERP software customizations.

Researches vendor provided modules, enhancements, and upgrades.

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

Assists in the implementation of 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.

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.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

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.

Self Management – Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

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.

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) to query data for problem solving, to create ad hoc reports, and to repair data in the database.

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

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

Level of Supervision Exercised

None

Education Requirement

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

Experience Requirement

Three (3) 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

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: I-815

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: