

## Job Description

**Job Title:** Junior ERP Database Applications Analyst    **Supervisor:** Director of Budget, ERP and Analytics  
**Position Code:**    **Pay Grade:**  
**Job Classification:** Exempt    **Contract Length:** 245

### **Job Summary**

Under the direction of the Director of Budget, ERP and Analytics and the ERP Database Applications Analyst, this position is responsible for providing assistance with ERP database security, MUNIS software support, workflow maintenance support and system setup to include Employee Self Service, TCM, Tyler Forms and Dashboard functions. The position also serves as a technical liaison to the various NNPS departments and outside vendors. This position utilizes relational database solutions and/or database management systems and assists with updates of software training presentations, technical documentation such as quick tips for ERP system users as well as assisting with individual and group training on MUNIS modules.

### **Essential Duties**

1. Assists with 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.
2. Provides first level ERP operational support and documentation of all ERP incidents and the elevation of issues to ERP Analyst as needed to ensure internal service level agreements are maintained and unscheduled down time is reduced.
3. Assists with MUNIS software support to include the Employee Self Service, TCM, Tyler Forms and Dashboard functions and serves as a technical liaison to the NNPS Technology department.
4. Collaborates with Tyler MUNIS SaS support and other outside vendors and NNPS department contacts to resolve system problems, “debug” software functionality and interface applications issues.
5. Assists the ERP Analyst with updates of MUNIS software technical documentation such as quick tips, training curriculum for ERP system users as well as provides individual and group training on MUNIS modules.
6. Assists with the maintenance of various ERP system tables and performs troubleshooting and analysis to address system processing errors.
7. 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.
8. Models nondiscriminatory practices in all activities.

(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.)

### **Other Duties**

Performs any other related duties as assigned by the Director of Budget, ERP & Data Analytics or other appropriate administrators.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

- Bachelor’s degree in Computer Science, Information Systems or related field or equivalent work experience in ERP systems support, role based security and database management systems.
- Strong knowledge of relational database concepts; views, tables, fields and reporting.

- Demonstrated experience with the development of reports and scripts using relational database solutions and/or database management systems such as Business Objects, Crystal reports and SQL query based tools.
- Proficient in the use of Microsoft Word, Project, PowerPoint, Visio, Excel and Visual Studio software applications.
- Excellent organizational skills, strong conceptual, analytical and problem-solving ability.
- Excellent oral and written communication skills. Ability to maintain confidentiality.
- Detail-oriented, well-organized; high degree of accuracy; very dependable
- Must possess the ability to establish and maintain effective working relationships with staff, administrators, school personnel and contractors.
- Knowledge and/or experience with Financial and HR/Payroll systems and data analysis preferred.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office or school environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Director of Budget, ERP & Data Analytics

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Junior ERP Database Applications Analyst will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Budget, ERP & Data Analytics, or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor	Signature	Date
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**I acknowledge that I have received and read this job description.**

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Employee Name (Print)	Signature	Date
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