

The University of Texas at San Antonio

Job Description

Job Title: ERP Technology & Business Intelligence Analyst
Code: 19328
Salary Grade: 63
FLSA Status: Exempt
Department/Division: Business Information Services (BIS)
Reports To: BIS Technical Support Services Manager

Summary

- Function: Provides technical system administration and support of the PeopleSoft application and enterprise reporting tools utilized at UTSA. Serves in a hands-on role under the direction of the PeopleSoft Technical Support Services Manager administering/developing application security, data interfaces, campus portal, and business intelligence enterprise reports for HR and Finance application modules. Works in liaison with all PeopleSoft team members and the BIS Director to ensure delivery of production operations. Interacts with senior members of the project team and client team members and provides leadership on best practices.
- Scope: Responsible for supporting PeopleSoft application technical processes including administration of security, Oracle Business Intelligence Enterprise, data interfaces and integration support to campus applications.

Duties

- Typical:
 1. Provides full life-cycle support with requirements definition, system analysis, design, development, quality assurance, documentation, testing and production support for Peoplesoft application at UTSA.
 2. Provides input and recommendations for process improvements and efficiencies with technical area activities.
 3. Provides PeopleSoft software technical support.
 4. Develops program logic for new applications or analyzes and modifies logic in existing applications.
 5. Provides technical support for Security, PeopleSoft Application Engine, Performance Monitoring, Job Scheduler, and software updates/fixes/patches.
 6. Codes, tests, debugs, documents, implements and maintains software

- applications.
7. Writes technical specifications and other forms of documentation.
 8. Facilitates and supports development and testing of required queries.
 9. Provides solutions to functional and technical issues as assigned.
 10. Provides integrations related to reporting and workflow.
 11. Identifies and tunes poorly performing SQRs, SQL, and App Engine code.
 12. Supports Call Center and Ticketing System infrastructure.
 13. Provides accurate problem resolution analysis and follows-up with documentation as needed.
 14. Provides leadership and/or guidance to other technical professionals.
 15. Performs additional duties as assigned.

• Periodic:

1. N/A

Education

Required	Preferred
Bachelor's degree in a technology related field.	N/A

Other Requirements

Required	Preferred
Criminal Background Check (CBC)	N/A

Experience

Required	Preferred
3 years of experience in developing in SQR, Cobol and SQL in PeopleSoft (version 8.9 or above)	Experience with third party servicing and development
3 years of experience in using a broad range of tools including nVision and Component Interface	Experience with Web Service technology
3 years of experience with People Tools (version 8.46 or above), including PeopleCode, Application Engine, XML Publisher and Integration Broker	Experience with FTP tools such as Putty and WinSCP
Strong functional knowledge of HR and Finance application table structures	Experience with EPM/OBIEE
Proficient with SQL database query tool	Experience with Hyperion
Experience architecting and implanting PeopleSoft application security.	Experience with STAT
PeopleSoft troubleshooting skills.	Experience with .NET

Use of report writing tools	SQL-Server knowledge
Full life cycle implementation experience	N/A
Experience working and developing in a multi-business environment.	
Excellent time management and organizational skills	
Excellent written and verbal communication skills	
Ability to relate to and communicate well with both functional and technical staff	

Equipment

Required	Preferred
Thorough knowledge of computer systems	N/A

Working Conditions

Usual	Special
Work performed in an office environment with occasional work in a data processing environment.	N/A
Must be able to work in a sedentary position for extensive periods of time.	
Occasional travel for business purposes required	

Supervision

Received	Given
Receives direction from Manager. Works at highest level of technical competence with minimal supervision.	Provides guidance to other technical professionals.

Accuracy

Proficiency in all phases of duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.