

Business Operations  
Ofelia San Pedro, Deputy Superintendent

**SUBJECT: ENTERPRISE RESOURCE PLANNING (ERP) PERSONNEL PLAN  
(PHASE 1)**

1. **APPROVE SPECIAL SALARY SCHEDULE FOR ENTERPRISE RESOURCE PLANNING (ERP) FOR MANAGERIAL EXEMPT PERSONNEL (MEP)**
2. **ESTABLISH AND CLASSIFY MANAGERIAL EXEMPT PERSONNEL (MEP) POSITIONS IN THE OFFICE OF ENTERPRISE RESOURCE PLANNING**
3. **APPROVE THE APPOINTMENTS OF PERSONNEL TO MANAGERIAL EXEMPT POSITIONS IN THE OFFICE OF ENTERPRISE RESOURCE PLANNING (ERP)**

**COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY**

**LINK TO DISTRICT  
STRATEGIC PLAN: IMPROVE FINANCIAL SERVICES**

The School Board first approved the Enterprise Resource Planning (ERP) system on December 14, 2005, as part of the District's Comprehensive Information Technology Blueprint. On March 14, 2007, the School Board authorized staff to enter into negotiations with Deloitte Consulting LLP, to provide implementation services for MySAP ERP Solutions software, and with SAP Public Services, Inc., for the acquisition of the aforementioned software. On July 11, 2007, the School Board authorized the Superintendent to enter into a contract with Deloitte and SAP, and to also award a contract to Bank of America to finance the project up to \$85.4M. This item seeks approval for the in-house Enterprise Resource Planning (ERP) Personnel Plan.

The needs, benefits, and critical success factors of the ERP project were previously described in the July 11, 2007, Board Agenda Item E-147.

#### **Staff Requirements**

In order to integrate the MySAP ERP Solutions software into the School District, a team of M-DCPS staff is required. An organizational chart has been developed that will support the project's initial staffing needs. (See Appendix 1).

**D-11**

This item represents the first phase of M-DCPS staff required to launch the project in September, 2007. Authorization of the Board is requested to establish and classify new administrative position classifications in accordance with School Board Rule 6Gx13- 4D-1.022, Manual of Procedures for Managerial Exempt Personnel (MEP). Additional staff will be gradually required during the next several months, including specialty type positions which will be brought before this Board at a later date. Consequently, it may be necessary to backfill some critical positions vacated by staff reassigned to the ERP project.

The success of this project hinges upon being able to accomplish this ERP Personnel Plan by hiring the best possible candidates within a recommended time period as agreed to with Deloitte. Therefore, it is recommended that the ERP Personnel Plan incorporate the following:

1. establish a separate salary schedule in the Managerial Exempt Personnel (MEP) for the Enterprise Resource Planning (ERP) positions to attract and retain personnel. (See Appendix 2 for the entire MEP Salary Schedule.)

Enterprise Resource Planning (ERP) Salary Schedule								
MEP Pay Grade			Effective September 5, 2007		Effective November 16, 2007		Effective July 1, 2008	
			Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
23	Equal to	E3	\$102,000	\$134,000	\$109,620	\$143,540	\$114,005	\$149,282
21	Equal to	E2	\$92,000	\$124,000	\$99,020	\$132,940	\$102,981	\$138,258
20	Equal to	E1	\$82,000	\$114,000	\$88,420	\$122,340	\$91,957	\$127,234

2. establish and classify the following job descriptions in Managerial Exempt Personnel (MEP) in the Office of Enterprise Resource Planning:
  - a. ERP Technology Senior Director, MEP, pay grade E3
  - b. ERP Integration Senior Director, MEP, pay grade E3
  - c. ERP Change Management Senior Director, MEP, pay grade E3
  - d. ERP Director, MEP, pay grade E2
  - e. ERP Team Leader, MEP, pay grade E1
  - f. ERP Analyst, MEP, pay grade 17
3. in order to ensure successful implementation, sufficient dedicated employees from M-DCPS with the right skill sets and knowledge of M-DCPS business processes are required for these assignments. It is recommended that the following personnel assignments be authorized by the School Board:

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Judith Marte	Executive Director Financial Reporting Intergovernmental Affairs, Grant Administration	22	ERP Integration Senior Director, Enterprise Resource Planning	E3

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Linda Jones	Executive Director Technical Architecture Systems & Programming Services	22	ERP Technology Senior Director, Enterprise Resource Planning	E3
Jose Fernandez	Director Performance Improvement, Business Operations Performance Improvement	21	ERP Change Management Senior Director, Enterprise Resource Planning	E3
Roxana Vega	Executive Director, Performance Improvement, Business Operations Performance Improvement	22	ERP Director, Enterprise Resource Planning	E2
Odalis Garces	Director, Payroll Payroll	45	ERP Director, Enterprise Resource Planning	E2
Eric Ojeda	Supervisor II, Operational Accounting, Accounts Payable	44	ERP Director, Enterprise Resource Planning	E2
Yvette Arango	Administrative Aide IV, Financial Operations	-	ERP Analyst, Enterprise Resource Planning	17

The total cost of staffing all positions in Enterprise Resource Planning (ERP) is \$2.6M in the current fiscal year, abated to capital funds.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, effective September 5, 2007:

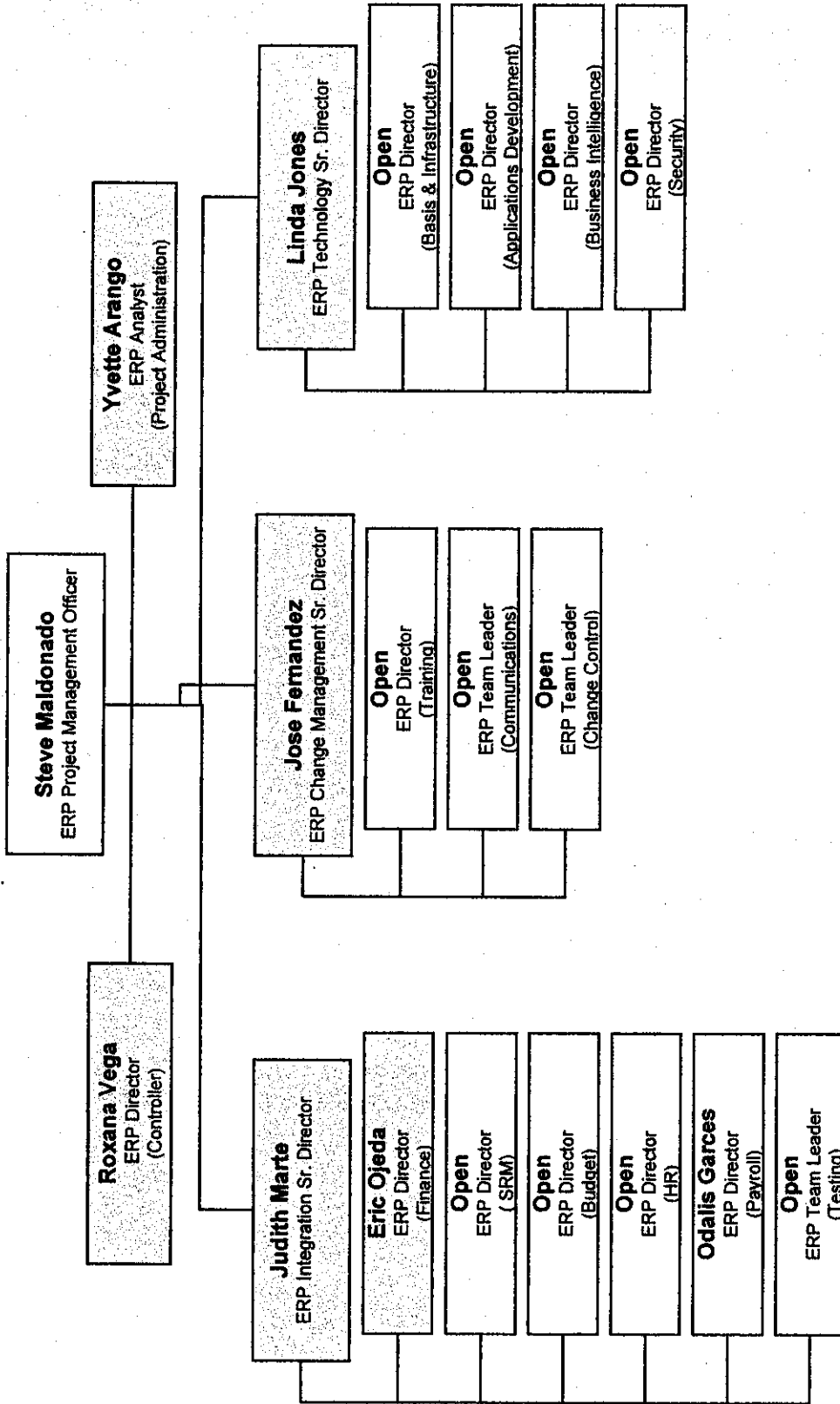
1. Approve special salary schedule for Enterprise Resource Planning (ERP) for Managerial Exempt Personnel (MEP).
2. Establish and classify the following MEP positions in the Office of Enterprise Resource Planning:
  - a. ERP Technology Senior Director, MEP, pay grade E3
  - b. ERP Integration Senior Director, MEP, pay grade E3
  - c. ERP Change Management Senior Director, MEP, pay grade E3
  - d. ERP Director, MEP, pay grade E2
  - e. ERP Team Leader, MEP, pay grade E1
  - f. ERP Analyst, MEP, pay grade 17
3. Approve the recommendations as set forth above for appointments of personnel to be effective September 5, 2007 or as soon thereafter as can be facilitated.

**SALARY RANGE**

**MEP**

E3	102,000 - 134,000
E2	92,000 - 124,000
E1	82,000 - 114,000
17	53,825 - 86,567

# Enterprise Resource Planning (ERP) Organization (Appendix 1)



**APPENDIX 2**

**Managerial Exempt Salary Schedule with Enterprise Resource Planning (ERP)**  
(Effective September 2007)

NON-SCHOOL SITE			SCHOOL SITE			SCHOOL POLICE			ENTERPRISE RESOURCE PLANNING		
Pay Grade	Minimum	Maximum	Pay Grade	Minimum	Maximum	Pay Grade	Minimum	Maximum	Pay Grade	Minimum	Maximum
28	\$126,307	\$211,351									
27	\$117,016	\$191,222									
26	\$112,780	\$175,857									
25	\$110,678	\$150,409									
24	\$107,304	\$143,193									
23	\$88,200	\$134,994	equal to P3	\$103,064	\$136,494				equal to E3	\$102,000	\$134,000
22	\$78,713	\$129,815	equal to P2	\$94,160	\$133,905	equal to S3	\$99,460	\$131,315			
21	\$72,828	\$122,039	equal to P1	\$89,920	\$131,315	equal to S2	\$89,390	\$123,539	equal to E2	\$92,000	\$124,000
			equal to VP	\$76,001	\$122,039						
			AP 12 mo	\$73,930	\$116,847						
			AP 10 mo	\$66,372	\$103,459						
20	\$67,397	\$112,124				equal to S1	\$80,168	\$113,624	equal to E1	\$82,000	\$114,000
19	\$62,603	\$105,691									
18	\$58,075	\$95,903									
17	\$53,825	\$86,567									
16	\$50,833	\$81,767									

**Managerial Exempt Salary Schedule with Enterprise Resource Planning (ERP)**  
(Effective November 16, 2007 payable December 7, 2007)

NON-SCHOOL SITE			SCHOOL SITE			SCHOOL POLICE			ENTERPRISE RESOURCE PLANNING		
Pay Grade	Minimum	Maximum	Pay Grade	Minimum	Maximum	Pay Grade	Minimum	Maximum	Pay Grade	Minimum	Maximum
28	\$133,885	\$224,032									
27	\$124,037	\$202,695									
26	\$119,547	\$186,408									
25	\$118,819	\$183,934									
24	\$116,742	\$154,785									
23	\$94,992	\$144,594	equal to P3	\$112,248	\$147,684				equal to E3	\$109,620	\$143,640
22	\$84,936	\$139,104	equal to P2	\$102,810	\$144,939	equal to S3	\$108,543	\$142,194			
21	\$78,698	\$130,861	equal to P1	\$98,315	\$142,194	equal to S2	\$97,753	\$133,951	equal to E2	\$99,020	\$132,940
			equal to VP	\$82,061	\$130,861						
			AP 12 mo	\$79,866	\$125,358						
			AP 10 mo	\$71,854	\$111,167						
20	\$72,941	\$120,351				equal to S1	\$87,978	\$123,441	equal to E1	\$88,420	\$122,340
19	\$67,859	\$113,533									
18	\$63,080	\$103,157									
17	\$57,054	\$91,761									
16	\$53,883	\$86,673									

**Managerial Exempt Salary Schedule with Enterprise Resource Planning (ERP)**  
(Effective July 1, 2006)

NON-SCHOOL SITE			SCHOOL SITE			SCHOOL POLICE			ENTERPRISE RESOURCE PLANNING		
Pay Grade	Minimum	Maximum	Pay Grade	Minimum	Maximum	Pay Grade	Minimum	Maximum	Pay Grade	Minimum	Maximum
28	\$139,240	\$232,993									
27	\$128,998	\$210,803									
26	\$124,329	\$193,864									
25	\$123,572	\$167,371									
24	\$121,412	\$160,976									
23	\$98,792	\$150,378	equal to P3	\$116,738	\$153,591				equal to E3	\$114,005	\$149,282
22	\$88,333	\$144,668	equal to P2	\$106,922	\$150,737	equal to S3	\$112,885	\$147,882			
21	\$81,846	\$136,095	equal to P1	\$102,248	\$147,882	equal to S2	\$101,663	\$139,309	equal to E2	\$102,981	\$138,258
			equal to VP	\$85,343	\$136,095						
			AP 12 mo	\$83,061	\$130,372						
			AP 10 mo	\$74,728	\$115,614						
20	\$75,859	\$125,165				equal to S1	\$91,497	\$128,379	equal to E1	\$91,957	\$127,234
19	\$70,573	\$118,074									
18	\$65,582	\$107,283									
17	\$59,336	\$95,431									
16	\$56,039	\$90,140									

**Pay Grade**

P3 - Principal - Senior High, Vocational/Technical Schools  
 P2 - Principal - Middle, Opportunity, ESE Schools, K-6 and Adult  
 P1 - Principal - Elementary and Adult Schools  
 VP - Vice Principal  
 AP - Assistant Principal 12-month - Community and Adult Schools  
 AP - Assistant Principal 10-month - Elementary, Middle and Senior High Schools

**Pay Grade**

S1 - School Police Commander  
 S2 - School Police Captain  
 S3 - School Police Major

**Pay Grade**

E3 - ERP Senior Director  
 E2 - ERP Director  
 E1 - ERP Team Leader

Pursuant to F. S. 1012.22(1)(c)(4), school administrators who demonstrate outstanding performance, as measured under s. 1012.34, shall earn a 5-percent supplement in addition to their individual salary, which shall be implemented pursuant to provisions of the existing Manual of Procedures for Managerial Exempt Personnel.

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## Miami-Dade County Public Schools

### Job Description

#### IDENTIFICATION INFORMATION

- |                          |                                    |
|--------------------------|------------------------------------|
| 1. JOB TITLE:            | ERP Technology Senior Director     |
| 2. DEPARTMENT:           | Enterprise Resource Planning       |
| 3. IMMEDIATE SUPERVISOR: | ERP Project Management Officer     |
| 4. PAY GRADE:            | E3                                 |
| 5. JOB CODE:             | TBA                                |
| 6. BARGAINING UNIT:      | 6                                  |
| 7. POSITION AUTHORIZED   | Board Item D-11, September 5, 2007 |
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#### OCCUPATIONAL SUMMARY

This position is responsible for technical implementation, maintenance, operations and support for Enterprise Resource Planning (ERP). This position will lead and direct the system analysts, software developers, and technology resources; manage outside consultants and contractors; and provide the architecture direction for the ERP platform.

#### EXAMPLES OF DUTIES

1. Defines the application and technical architecture structure. Ensures that all components work together to meet the objectives and performance goals as defined by business requirements.
2. Reviews and integrates all application requirements, including functional, security, integration, performance, quality and operations requirements.
3. Reviews and integrates the technical architecture requirements for development, execution and operations environment. Approves all final decisions regarding hardware, network products, system software, and security.
4. Leads the application and technical architecture analysis, design and implementation to ensure the fulfillment of the business requirements. Collaborates with integration teams on design to ensure that the design satisfies the stakeholders' requirements.

5. Sets deadlines, assigns responsibilities and monitors progress for the ERP system implementation. Determines how the application is supported in production, including back-ups, disaster recovery, system performance and project management. Resolves conflicts in direction or resources.
6. Reviews application and technical architecture deliverables throughout development to ensure quality and requirements traceability.
7. Manages vendor relationships.
8. Communicates and collaborates any cross-area or cross-release issues with executive management and business teams. Direct the preparation, updating and reporting of the project progress and issues.
9. Performs other duties related to the general administrative responsibilities of the position.

### **PHYSICAL REQUIREMENTS**

This work requires the following physical activities: sitting, mobility, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

### **MINIMUM QUALIFICATION REQUIREMENTS**

1. Bachelor's degree in Finance, Human Resources, Business Administration, Computer Science or related field.
2. Eight (8) years of progressively responsible experience with at least three (3) years of supervisory experience.
3. In-depth knowledge of M-DCPS information systems technical environment capabilities and business processes.
4. Knowledge of information technology data management and applications.
5. Demonstrated ability to communicate effectively in both oral and written forms.



**Miami-Dade County Public Schools**

**Job Description**

**IDENTIFICATION INFORMATION**

- |                          |                                    |
|--------------------------|------------------------------------|
| 1. JOB TITLE:            | ERP Integration Senior Director    |
| 2. DEPARTMENT:           | Enterprise Resource Planning       |
| 3. IMMEDIATE SUPERVISOR: | ERP Project Management Officer     |
| 4. PAY GRADE:            | E3                                 |
| 5. JOB CODE:             | TBA                                |
| 6. BARGAINING UNIT:      | 6                                  |
| 7. POSITION AUTHORIZED   | Board Item D-11, September 5, 2007 |
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**OCCUPATIONAL SUMMARY**

The position will provide strong overall leadership to the business process, technology, change management, and organizational readiness components for Enterprise Resource Planning (ERP) in order to ensure that projects are implemented on time, within budget and meet stakeholders' expectations. Administers all phases of the project that are launched and deployed.

**EXAMPLES OF DUTIES**

1. Collaborates and communicates with business teams, Project Management Officers (PMOs), System Development and outside consultants and contractors to assess feasibility, prioritize projects and implement standardized business solutions across the process areas.
2. Directs the development and integration of product delivery using formal project management techniques and software, and provide consistent methodology for managing complex and/or multiple projects in order to meet service delivery expectations and program quality standards.
3. Employs available management tools to monitor the key performance indicators including budget, resources, timelines and deliverables.
4. Directs the preparation, updating and reporting of the integration progress, issues and risks to executive management, business teams, PMOs, and System Development. Maintains a thorough knowledge of status and issues of all projects.

5. Resolves conflicts in direction or resources between business teams, PMOs and System Development. Evaluates tactical options and alternative integrated plans.
6. Facilitates creativity, efficiency and effectiveness of the business teams to identify opportunities, solve problems and meet the overall requirements of M-DCPS.
7. Directs the development and administration of the master data file used integrating cross functional areas.
8. Performs other duties related to the general administrative responsibilities of the position.

### **PHYSICAL REQUIREMENTS**

This work requires the following physical activities: sitting, mobility, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

### **MINIMUM QUALIFICATION REQUIREMENTS**

1. Bachelor's degree in Finance, Human Resources, Business Administration, Computer Science, or related field.
2. Eight (8) years of progressively responsible experience with at least three (3) years of supervisory experience.
3. In-depth knowledge of M-DCPS business processes.
4. Knowledge of integrated systems functionality, project lifecycle methodology and discipline.
5. Demonstrated ability to communicate effectively in both oral and written forms.

**MIAMI-DADE COUNTY PUBLIC SCHOOLS**

**JOB DESCRIPTION**

**IDENTIFICATION INFORMATION**

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|--------------------------|---------------------------------------|
| 1. JOB TITLE:            | ERP Change Management Senior Director |
| 2. DEPARTMENT:           | Enterprise Resource Planning          |
| 3. IMMEDIATE SUPERVISOR: | ERP Project Management Officer        |
| 4. PAY GRADE:            | E3                                    |
| 5. JOB CODE:             | TBA                                   |
| 6. BARGAINING UNIT:      | 6                                     |
| 7. POSITION AUTHORIZED:  | Board Item D-11, September 5, 2007    |
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**OCCUPATIONAL SUMMARY**

This position will direct, assess, develop, implement and manage strategies for service delivery, communication, training, organizational readiness and change management for Enterprise Resource Planning (ERP).

**EXAMPLES OF DUTIES**

1. Directs the assessment of the organization's change readiness and change impact amongst M-DCPS stakeholder groups.
2. Directs the development of readiness strategies including the scope, approach, resources requirements, timeline, risks, dependencies, and deliverables.
3. Directs the development and plan implementation activities, and the design of communications to obtain awareness, understanding, buy-in and support for the business process changes in the District.
4. Directs the training needs assessments and the design of curricula. Directs the assessment training effectiveness and the design of learning strategies, including the integration and use of eLearning and post training performance that supports learning strategies.
5. Directs the evaluation of the effectiveness of the existing organization structures to assess and ensure alignment with business strategy and objectives. Oversees the development of retention plans.

6. Collaborates and communicates with executive management, business teams, Project Management Officers (PMOs), System Development and outside consultants and contractors, the progress, risks, and solutions.
7. Reports status of readiness strategies to stakeholders.
8. Performs other duties related to the general administrative responsibilities of the position.

### **PHYSICAL REQUIREMENTS**

This work requires the following physical activities: sitting, mobility, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

### **MINIMUM QUALIFICATION REQUIREMENTS**

1. Bachelor's degree in Finance, Human Resources, Business Administration, Computer Science, or related field.
2. Eight (8) years of progressively responsible experience with at least three (3) years of supervisory experience.
3. In-depth knowledge of M-DCPS business processes.
4. Knowledge of change management, organizational development, learning management, supply chain processes and/or business re-engineering.
5. Demonstrated ability to communicate effectively in both oral and written forms.

**Miami-Dade County Public Schools**

**Job Description**

**IDENTIFICATION INFORMATION**

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|--------------------------|------------------------------------|
| 1. JOB TITLE:            | ERP Director                       |
| 2. DEPARTMENT:           | Enterprise Resource Planning       |
| 3. IMMEDIATE SUPERVISOR: | ERP Senior Director                |
| 4. PAY GRADE:            | E2                                 |
| 5. JOB CODE:             | TBA                                |
| 6. BARGAINING UNIT:      | 6                                  |
| 7. POSITION AUTHORIZED   | Board Item D-11, September 5, 2007 |
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**OCCUPATIONAL SUMMARY**

Manage the day-to-day activities of a team working in the areas of change management, integration or technology for Enterprise Resource Planning (ERP). This position will provide guidance to the specific team during design, delivery and implementation of new processes and procedures. Ensures all aspects of project are documented according to project standards and procedures.

The ERP Director working in change management manages the day-to-day activities of teams working in service delivery, communication, training, organizational readiness and change management.

The ERP Director working in integration manages the day-to-day activities of teams working in business processes for Business Operations, Human Resources and Grants Administration.

The ERP Director working in technology manages the day-to-day activities of teams working in technical implementation, maintenance, operations and support of the system.

**EXAMPLES OF DUTIES**

1. Manages the team, prioritizes projects, assigns tasks and monitors progress of implementation strategies and/or deliverables.
2. Ensures alignment with business strategy and completeness of deliverables.

3. Manages and resolves day-to-day team issues regarding direction or resources.
4. Plans and coordinates stakeholder involvement and communications.
5. Develops and manages the assessment, analysis, effectiveness and/or curricula of project plans and/or learning strategies.
6. Communicates and collaborates with executive management, business teams, Project Management Officers (PMOs), System Development and/or outside consultants and contractors, the progress, risks, solutions, cross-area or cross-release issues.
7. Assists in facilitating creativity, efficiency and effectiveness of the business teams to identify opportunities, solve problems and meet the overall requirements of M-DCPS.
8. Reports progress, issues and risks.
9. Performs other duties related to the general administrative responsibilities of the position.

#### **PHYSICAL REQUIREMENTS**

This work requires the following physical activities: sitting, mobility, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

#### **MINIMUM QUALIFICATION REQUIREMENTS**

1. Bachelor's degree in Finance, Human Resources, Business Administration, Computer Science, or related field.
2. Six (6) years of progressively responsible experience with at least two (2) years of supervisory experience.
3. Knowledge of M-DCPS business processes, project management, change management, organizational development, learning management, supply chain processes, information technology and/or business re-engineering.
4. Demonstrated ability to communicate effectively in both oral and written forms.

**Miami-Dade County Public Schools**

**Job Description**

**IDENTIFICATION INFORMATION**

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|--------------------------|------------------------------------|
| 1. JOB TITLE:            | ERP Team Leader                    |
| 2. DEPARTMENT:           | Enterprise Resource Planning       |
| 3. IMMEDIATE SUPERVISOR: | ERP Director                       |
| 4. PAY GRADE:            | E1                                 |
| 5. JOB CODE:             | TBA                                |
| 6. BARGAINING UNIT:      | 6                                  |
| 7. POSITION AUTHORIZED   | Board Item D-11, September 5, 2007 |
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**OCCUPATIONAL SUMMARY**

This position will assist in the leading a team working in the area of change management, integration or technology for Enterprise Resource Planning (ERP). The ERP Team Leader will provide guidance to the team during design, delivery and implementation of new processes and procedures. Reports the overall performance of the business transformation such as staffing or resource needs, completion dates, and changes/delays in scheduling.

The ERP Team Leader working in change management assists in leading a team working in service delivery, communication, training, organizational readiness and change management.

The ERP Team Leader working in integration assists in leading a team working in business processes for Business Operations, Human Resources and Grants Administration.

The ERP Team Leader working in technology assists in leading a team working in technical implementation, maintenance, operations and support of the system.

**EXAMPLES OF DUTIES**

1. Assists in the development and management of the assessment, analysis, effectiveness and/or curricula of project plans and/or learning strategies.
2. Assists in prioritizing projects, assigning tasks and monitoring progress of the implementation strategies and/or deliverables.

3. Collaborates with business teams to ensure successful implementation and resolution of problems.
4. Assists in planning and coordinating stakeholder involvement and communications.
5. May conduct stakeholder orientations and training seminars.
6. Evaluates the completeness of deliverables.
7. Provides updates and report progress, issues and risks throughout each phase of the business transformation and implementation process.
8. Estimates the resources required to complete specific tasks and activities.
9. Performs other duties related to the general administrative responsibilities of the position.

### **PHYSICAL REQUIREMENTS**

This work requires the following physical activities: sitting, mobility, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

### **MINIMUM QUALIFICATION REQUIREMENTS**

1. Bachelor's degree in Finance, Human Resources, Business Administration, Computer Science, or related field.
2. Four (4) years of progressively responsible experience with at least one (1) year of supervisory experience.
3. Knowledge of M-DCPS business processes, project management, change management, organizational development, learning management, supply chain processes, information technology and/or business re-engineering.
4. Demonstrated ability to communicate effectively in both oral and written forms.



**Miami-Dade County Public Schools**

**Job Description**

**IDENTIFICATION INFORMATION**

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|--------------------------|------------------------------------|
| 1. JOB TITLE:            | ERP Analyst                        |
| 2. DEPARTMENT:           | Enterprise Resource Planning       |
| 3. IMMEDIATE SUPERVISOR: | ERP Team Leader                    |
| 4. PAY GRADE:            | 17                                 |
| 5. JOB CODE:             | TBA                                |
| 6. BARGAINING UNIT:      | 6                                  |
| 7. POSITION AUTHORIZED   | Board Item D-11, September 5, 2007 |
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**OCCUPATIONAL SUMMARY**

The position will provide support to teams working in the areas of change management, integration or technology for Enterprise Resources Planning (ERP).

The ERP Analyst working in change management will provide support to a team working in service delivery, communication, training, organizational readiness and change management.

The ERP Analyst working in integration will provide support to a team working in business processes for Business Operations, Human Resources and Grants Administration.

The ERP Analyst working in technology will provide support to a team working in technical implementation, maintenance, operations and support of the system.

**EXAMPLES OF DUTIES**

1. Supports process design, development and implementation of project plans and learning strategies.
2. Assists in gathering requirements for project plans and data for reporting on the progress, issues and risks of the business transformation and implementation process.
3. Participates in execution and documentation of tests necessary to ensure that an application meets performance requirements.

4. Assists in conducting stakeholder orientations and training seminars.
5. Assists with the evaluation of the completeness of deliverables.
6. Participates in the collaboration with Business Teams to ensure successful implementation and resolution of problems.
7. Assists the process to estimate the resource requirement necessary to complete specific tasks and activities in the integrated project plan.
8. Performs other duties related to the general administrative responsibilities of the position.

### **PHYSICAL REQUIREMENTS**

This work requires the following physical activities: sitting, mobility, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

### **MINIMUM QUALIFICATION REQUIREMENTS**

1. Bachelor's degree in Finance, Human Resources, Business Administration, Computer Science, or related field.

OR

Five (5) years experience in Financial Operations, Human Resources or Information Technology Systems.

2. Knowledge of M-DCPS business processes, project management, change management, organizational development, learning management, supply chain processes, information technology and/or business re-engineering.
3. Demonstrated ability to communicate effectively in both oral and written forms.