



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ERP TECHNICAL INTEGRATION SPECIALIST

Job Number: 21000178

Job Code: 73720V250216

Job Group: 7300 - INFORMATION MANAGEMENT SYSTEMS

Job Established: 01/16/2012

Job Revised: 02/16/2025

Grade: 18 Salary (MIN - MID):

\$33,091-\$49,637 - Hourly

\$5,377.30-\$8,066.02 - 37.5 Hr. Monthly Salary

\$5,735.78-\$8,603.76 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$47,246 - Hourly

\$7,677.48 - 37.5 Hr. Monthly Salary

\$8,189.32 - 40 Hr. Monthly Salary

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs complex analytical and technical work in the operation and monitoring of the Commonwealth's Enterprise Resource Planning (ERP) system, applications, and products. Installs, updates, configures, monitors, and tunes the ERP and integrated, ancillary, third-party applications; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree

EXPERIENCE, TRAINING, OR SKILLS:

Must have five years of professional experience in systems analysis, systems design, or systems development. Three years of the required experience must be in an Enterprise Resource Planning (ERP) environment.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional professional experience in systems analysis, systems design, or systems development will substitute for the bachelor's degree requirement on a year-for-year basis. Related technical or vocational training will substitute for the bachelor's degree requirement on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Installs and updates ERP and integrated, ancillary applications; configures and monitors the required communication paths between both ERP internal modules and the required ancillary systems to ensure proper operations and proactively remediates. Monitors logs, statistics, work processes, spools, and background jobs to ensure environments are not overburdened, jobs are processing in a timely manner, and daily operations are not negatively impacted. Serves as a point of escalation for business analysts, development staff, and end users relative to functional design, performance tuning and deployment of the software and enhancements. Works with affiliated vendors or other agencies to integrate ERP data to other solutions or systems on behalf of the business users to include the development of API's or data files, and resolution of any issues with data transfer. Engages COT or ERP vendor support as needed for technical issues or changes that are not within the scope of configuration or development. Plans for major system updates, upgrades, and vendor required software changes.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.