

ERP TECHNICAL ARCHITECT

JOB SUMMARY

Under the direction of the Chief Technology Officer, plan, organize, control and direct the District's Enterprise Resource Planning (ERP) ecosystem including Oracle Fusion ERP, HCM, SCM, and EPM systems and related business applications and cloud services; oversee the secure, efficient and compliant management of ERP applications, integrations, and operations supporting District business processes; ensure ERP systems are designed in accordance with District architecture standards and in compliance with regulatory requirements related to information security, data integrity and service availability; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, organize, control and direct the District's Enterprise Resource Planning (ERP) ecosystem including Oracle Fusion ERP, Human Capital Management (HCM), Supply Chain Management (SCM), and Enterprise Performance Management (EPM) systems, and related business applications and cloud services. **E**
- Serve as the ERP technical architect responsible for the strategic design of the ERP ecosystem; define and manage the ERP technical architecture including data conversion, application integration, master data management and system configuration. **E**
- Collaborate with the Information Security Officer, Oracle, and systems integrators to design and implement the ERP security architecture, role-based access controls, and compliance frameworks. **E**
- Coordinate and lead ERP governance activities, ensuring policies, documentation and technical standards are consistently applied across business teams and align with business requirements. **E**
- Provide technical leadership and direction to ERP work teams including Security and Administration, PaaS (Platform as a Service) coding and SaaS (Software as a Service) configuration, Integration, and Data and Analytics. **E**
- Direct and oversee ERP system administrators, analysts, and application security specialists; ensure cloud and access security controls align with District cybersecurity standards. **E**
- Direct and guide programmers, configuration specialists, and platform developers in building, extending, and customizing ERP functions to meet business requirements. **E**

- Direct and oversee integration developers and specialists in designing and maintaining reliable data exchanges between ERP, on-premises system and third-party cloud platforms. *E*
- Oversee data stewards, master data management specialists, Business Intelligence (BI) architects, database administrators and report developers to ensure accurate reporting, analytics and decision support; oversee ERP managed service providers as applicable. *E*
- Oversee regular Oracle Fusion releases, regression testing and continuous optimization of ERP modules; manage vendor relationships, service level agreements, and ensure commercial support alignment with District priorities. *E*
- Develop and maintain ERP documentation, configuration standards and operational guidelines; evaluate emerging technologies and make recommendations for ERP system enhancements and modernization. *E*
- Plan and coordinate the systematic decommissioning of legacy business systems and ensure successful migration to the modern ERP platform, continuity of business operations, and integrity of critical data. *E*
- Oversee and coordinate ongoing ERP support operations including resolution of system issues, incident reports, enhancement requests and service tickets. *E*
- Attend, participate in and facilitate a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging industry trends and best practices; make presentations regarding ERP objectives, plans and achievements. *E*
- Supervise and evaluate the performance of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Prepare and present reports, dashboards and recommendations to District leadership and governance committees; compile data and prepare statistical and narrative reports regarding assigned activities. *E*
- Develop strategic ERP updates and insights regarding impacts, implementation progress, milestones and trends that inform, align and engage senior leadership, cross-functional teams and employees using a variety of modern communication tools. *E*
- Prepare and manage budgets for ongoing ERP systems and services; review financial data, authorize expenditures and ensure cost-effective operations. *E*
- Operate office equipment including a computer and assigned software; drive a personal vehicle to conduct work. *E*
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The ERP Technical Architect provides strategic leadership for the technical direction, design, and operation of the District's Enterprise Resource Planning (ERP) platform. This specialized role is distinct from high-level business process owners, who design business functionality and make process decisions. The ERP Technical Architect ensures cohesive alignment across system architecture, business functionality, cybersecurity, integrations,

and data analytics. An incumbent oversees and advises cross-functional teams to deliver secure, scalable enterprise systems that support District-wide business objectives.

EMPLOYMENT STANDARDS

Knowledge of:

ERP architecture principles, design, and integration frameworks.

Oracle Fusion ERP, Human Capital Management (HCM), Supply Chain Management (SCM), and Enterprise Performance Management (EPM) software as a service.

Oracle Cloud Infrastructure (OCI) and Oracle Cloud services for IaaS and PaaS, including Integration Cloud, APEX, Identity Cloud, and Analytics Cloud.

Cloud security administration, access management, and general information security compliance frameworks (e.g. NIST CSF).

ERP governance, security, data management, and compliance requirements.

Business process design and optimization across finance, human resources, procurement, and supply chain functions.

Application development and configuration.

System integration techniques, middleware, and API management.

Data architecture, analytics, and business intelligence strategies.

Project management methodologies such as Agile and SDLC).

Vendor and contract management.

Principles of administration, supervision, and training.

Budget preparation and control.

Financial and statistical recordkeeping and report preparation techniques.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public speaking techniques.

Ability to:

Plan, organize, control and direct the District's Enterprise Resource Planning (ERP) ecosystem including Oracle Fusion ERP, HCM, SCM, and EPM systems and related business applications and cloud service.

Define and manage the ERP technical architecture including data conversion, application integration, master data management, and system configuration.

Coordinate and lead ERP governance activities.

Oversee regular Oracle Fusion releases, regression testing, and continuous optimization of ERP modules.

Prioritize the use of resources to maximize organizational effectiveness.

Accept and carry out responsibility for direction, control and planning.

Analyze situations accurately and adopt an effective course of action.

Present and clearly convey complex information to a variety of audiences.

Maintain current knowledge of industry trends and technological advances in the field.

Establish and maintain cooperative and effective working relationships with others.
Supervise and evaluate the performance of assigned personnel.
Foster a culture of customer-focus, service delivery, innovation, and continual learning.
Interpret, apply, explain and ensure compliance with applicable laws, codes, rules and regulations.
Prepare and direct the preparation of a variety of comprehensive narrative and statistical reports.
Oversee and administer assigned budgets.
Prepare and deliver oral presentations.
Communicate effectively both orally and in writing.
Drive a personal vehicle to conduct work.
Operate a variety of office equipment including a computer and assigned software.

Education and Training:

Bachelor's degree in information systems, mathematics, computer science, engineering, or related field. A master's degree is preferred.

Experience:

Five years of experience developing and supporting ERP architecture and application operations such as Oracle Fusion, Oracle EBS, SAP, Workday, or Lawson, and leading cross-disciplined technical teams in ERP design, implementation, support and optimization.

Experience in large enterprise or public sector organization with over 10,000 employees is preferred.

Any other combination of education, training and experience, which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities, may be considered.

SPECIAL REQUIREMENTS

The following certifications are preferred:

Oracle Fusion ERP certification(s).
PMP or equivalent project management certification.
Certified Information Systems Security Professional (CISSP).
Certified Information Security Manager (CISM), or related cybersecurity certification.

Positions in this class require the use of a personal automobile and possession of a valid California class C driver's license.

WORKING ENVIRONMENT

Office environment.
Driving a personal vehicle to conduct work.
Evening and variable hours.
Emergency call out.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Hearing and speaking to exchange information in person and on the telephone.
Bending at the waist, kneeling, or crouching.
Reaching overhead, above the shoulders and horizontally.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.