



ERP SYSTEMS ANALYST - HCM

Library 21c

40 hours per week, exempt | Position #400000453

Open to all qualified current staff and external applicants.

Date Posted: November 18, 2025

Location: 1175 Chapel Hills Dr., Colorado Springs, CO 80920

Starting Wage: \$28.26 per hour - \$35.29 per hour +full benefits
(for benefits information, please see ppld.org/careers/benefits)

Position Hours: 40 hours per week per the following schedule:

Monday – Friday : Flexible hours between 7 a.m. – 6 p.m.

Note: Regular schedule may be subject to minor changes due to required meetings, training events, etc. Also, management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.

Application Procedure:

1. Complete a PPLD online application located at ppld.org/careers at the Application Tab. If It is an internal only job posting, please log In to ESS to fill the application.
2. Attachments should be submitted online in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. **Requires resume and cover letter. Applications will not be considered without a resume and cover letter.**
4. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531 - 6333, ext. 6380 or send an email to sgollapalli@ppld.org

Closing Date: This position is open until filled with preference given to applications received by **December 01, 2025, 9:59 p.m. MST**

EOE: As an Equal Opportunity Employer, Pikes Peak Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender expression, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library reserves the right to hire more than one person per advertised vacancy.

ERP SYSTEMS ANALYST (contd.)

Position Summary

Functions under the direction of the Enterprise Resource Planning (ERP) Application Manager, the ERP System Analyst - Human Capital Management (HCM) is responsible for ensuring the various Human Resources systems, processes, tools, and technologies meet the needs of the Library.

Essential Functions

Functions listed 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.

- Collaborate with various stakeholder groups, primarily Human Resources, for the identification and resolution of issues, evaluating potential system enhancements, upgrades, and/or system conversions.
- Serves as a technical point-of-contact and technical subject matter expert for Human Capital Management within Tyler Enterprise ERP (EERP) such as compensation, recruiting, onboarding, Core HR, payroll, benefits, and talent management.
- Creates reports, conducts data analysis, and fields department staff questions relating to the ERP application.
- Serves as project and/or subject lead on projects varying in sizes and scope.
- Responsible for assisting staff in configuring EERP modules, including but not limited to Core HCM, compensation, benefits, payroll, and talent management.
- Offer ongoing support and troubleshooting assistance to address user issues and system enhancements.
- Create and provide support for custom reports, ensuring accurate and timely reporting capabilities.
- Serve as primary point of contact for EERP-related inquiries as it relates to HCM.
- Triage and resolve tickets based on established Service Level Agreements (SLAs).
- Independently trouble shoot issues, escalating to Tyler support as required. Communicates resolution in a timely manner to end users.

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- Support organizational change initiatives related to EERP implementation or upgrades.
- Effectively communicates the product's business value to the leadership team and ensures all stakeholders understand the purpose behind changes or releases and promotes user adoption.
- Lead and participate in internal controls and audit to support the business, including but not limited to, security assignments, change management process and other departmental specific processes.
- Stay current with industry trends, best practices, and new EERP releases to recommend and implement improvements.
- Engage in continuous learning opportunities to further develop skills and capabilities in technical and functional areas.
- Create user documentation and one-on-one training as necessary to provide employees with the ability to utilize their applications effectively.
- Perform other duties as assigned.

ERP SYSTEMS ANALYST (contd.)

Required Knowledge, Skills, and Abilities

The employee is expected to perform or possess the following:

- Excellent verbal and written communication skills, along with the ability to communicate and negotiate with a variety of internal and external stakeholders.
- Ability to quickly learn and support new applications from both a technical and functional perspective.
- Ability to work well in a team environment by accepting and offering constructive feedback, supporting team goals, and encouraging other team members.
- Ability to interface with end users and effectively understand and support their requirements
- Ability to multi-task, complete assigned tasks independently with little to no guidance with close attention to detail, and ability to offer extensive guidance to other team members.
- Ability to analyze and troubleshoot problems and offer solutions in the EERP platform. In-depth understanding of supporting ERP platforms preferably EERP.
- Ability to manage projects.
- Demonstrated ability to maintain a positive, professional attitude.
- Ability to understand and follow PPLD's policies and procedures.
- Ability to act as an ambassador of PPLD by promoting its mission and vision.
- Demonstrates ability to respond with patience and professionalism to requests for assistance from computer users of varying knowledge levels.
- This position is expected to be exposed to, process, or handle sensitive information including but not limited to Protected Health Information (PHI), Personally Identifiable Information (PII), financial information, etc. As such, the holder of this position is expected to comply with all applicable laws, regulations, organizational policies, and compliance expectations.
- Ability to maintain effective relationships with contractors, vendors, customers, and staff at all levels.
- Advanced ability to effectively use Microsoft 365 applications, SharePoint, Word, Excel, and Outlook, along with standard office equipment.

Education and Experience:

- Requires a bachelor's degree in computer science, information systems, or a related field.
- Requires a minimum of three years of experience with ERP or integrated application system. Three years of experience with Tyler Enterprise ERP in a government or educational setting is preferred.
- Requires a minimum of two years of experience with HR processes.
- Exposure to relational databases and SQL is preferred.
- Experience with SSRS and/or Power BI reporting solutions is preferred.

ERP SYSTEMS ANALYST (contd.)

Physical and Environmental Conditions:

Work is primarily conducted in an office setting that provides comfortable lighting, temperature, and air conditions. Position requires the ability to sit and use a computer or standard office equipment for extended periods. Position requires the ability to stand for extended periods of time. Position requires the ability to occasionally reach, bend, climb, twist and squat. Position requires the ability to lift and move equipment weighing up to 30 pounds.

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe workplace practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.

This position is eligible for telecommuting with supervisor approval and based on employee performance. Employees will be required to attend in-person meetings, trainings, or events at the Library as directed by their supervisor or as necessary for the performance of their job duties.

Regular schedule may be subject to minor changes due to required meetings, training events, etc. Management may require changes to a position's schedule, days, times, and locations at any time as the needs of the Library District change.

The above position description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Conditions of Employment:

All selected candidates...

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). Pikes Peak Library District participates in E-Verify.
 - are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-Verify), education, former employment, and criminal history.
 - may be uniformly tested for job-related skills and required physical abilities.
 - may be required to undergo a physical examination after a job offer is extended in order to ensure that the job's physical requirements are met.
 - must understand and comply with PPLD's drug-free workplace policy.
 - understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice, in accordance with Colorado law.
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