

COMPUTER APPLICATIONS ADMINISTRATOR SAP

DEFINITION

Plans, organizes, and directs the development and implementation activities to automate all application systems such as payroll, budget, finance, personnel, purchasing, vendor management, warehouse management, business warehouse, GRC and other technical applications.

TYPICAL DUTIES

- Plans, organizes, directs, and coordinates a wide variety of administrative activities related to SAP modules and non-SAP computer applications.
- Coordinates computer application plans and activities with other District offices involved in automation activities.
- Establishes internal policies that affect the timely and cost-effective development of SAP and non-SAP computer applications systems.
- Assists in administering allocated budget resources and controls expenditures.
- Directs and participates in liaison and coordination of activities with Division units and other departments including: personnel, purchasing, finance, benefits, payroll, budget, and other units.
- Provides professional expertise and formulates concepts for existing and proposed automation activities and makes recommendations regarding on design changes/enhancements for improved systems, business performance, and cost effectiveness.
- Recommends changes in policies, procedures, rules and laws; acts as liaison on collective bargaining issues and proposals as it relates to SAP system enhancements and changes; coordinates and directs the implementation of changes affecting SAP modules.
- Assigns staff to system enhancements and changes based on functional business requirement of the District.
- Supervises specific module configuration of SAP system to meet District business requirements, system enhancements, configuration and specification documents, and transports from the development system, quality system to production system.
- Uses technical operational work methods, procedures, controls and information/documentation systems.
- Participates in evaluating the performance of subordinate staff.
- Participates in IT proposal evaluation and contract negotiations for SAP-related projects.
- Makes presentations to Board Members, Division heads, and other interested parties to explain and detail ongoing and proposed automation activities.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Computer Applications Administrator SAP plans, organizes, and directs the activities of a staff involved in the implementation and development of the automation of Human Capital Management modules such as payroll, time, benefits, budget, finance, personnel, purchasing, and other SAP technical applications.

The Computer Applications Specialist formulates information system concepts based on departmental needs by recommending long-range developmental plans, preparing technical specifications, analyzing hardware and software requirements, supervising software development, and assisting users in the implementation of the system.

SAP Functional Analysts serve as consultants regarding the functional business requirements of the District SAP modules such as Benefits, Finance, Business Warehouse, Time Management, Payroll, Personnel Administration, and Organizational Management.

SUPERVISION

Receives administrative direction from a higher level administrator. Exercises general direction over SAP Functional Analysts, Programmer Analyst SAP, and Associate Computer Applications Specialists SAP.

CLASS QUALIFICATIONS

Knowledge of:

- Principals of SAP ERP system modules with emphasis on human capital management and/or finance/procurement functionalities
- Procedures and techniques of operations analysis and statistical analysis and presentation
- Principals of problem documentation; systems analysis, configuration, and testing
- Theory and practice of systems procedures analysis and design
- Characteristics and capabilities of state-of-the-art computer technology

Ability to:

- Plan, schedule, and direct multiple operations
- Delegate to subordinates and evaluate operational effectiveness
- Analyze written materials and oral presentations
- Communicate effectively orally and in writing
- Develop and explain recommendations and decisions
- Estimate project requirements and organize resources to meet goals and deadlines

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a major in business, public administration, computer science, or a related field.

Experience:

Five years of SAP experience in the development and implementation of an SAP module to automate functions in the area of Human Capital Management (HCM), finance or procurement. Two years of the above experience must include implementation of a full SAP life-cycle. Supervisory experience is preferable. SAP concurrent employment experience is preferable.

Special:

- A valid California Driver License.
- Use of an automobile.

SPECIAL NOTES

1. Exempt from FLSA.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
07-14-14
HL

Reviewed
10-05-20
PJO