

SAP FUNCTIONAL ANALYST (BN, BW, SECURITY)

DEFINITION

Formulates concepts for, develops, and supports the implementation and upgrade of the District's SAP modules (Benefits (BN), Business Warehouse (BW), and Security).

TYPICAL DUTIES

- Consults with technical and managerial personnel and with end-users to gather information related to functional business requirements of the District, and recommends best practice information technology solutions to problems affecting business operations.
- Develops system requirements, process designs, detailed business activities, data mapping, and data modeling to support the implementation and maintenance of SAP BN, BW, or Security modules.
- Analyzes and/or participates in the resolution of complex, unusual, urgent or sensitive configuration or master data issues.
- Recommends technical policies and identifies opportunities for project development, and suggests corrective actions to improve efficiency and business processes; and technical aspects of the SAP modules.
- Coordinates with all functional teams to develop proper security roles for all District employee access and works with the portal team to communicate these roles.
- Develops and configures front and back end security roles in SAP and customize roles for oversight to reduce risk.
- Reviews access entitlement and administration functions for user roles.
- Develops prototype solutions to ensure they meet business requirements.
- Analyzes and identifies data integrity issues with existing and proposed systems and implements solutions.
- Manages and configures the SAP BN, BW, and Security system modules to meet District business requirements, documents configuration, and manages transport requests from the development system to the quality testing system and to the production system.
- Manages and guides User Acceptance testers from various business areas in order to complete high quality testing.
- Supports and resolves SAP Security issues as reported by all District locations.
- Prepares and compiles functional specifications for detail reports, enhancements, interfaces, forms, and conversions to be developed for implementation.
- Creates reports to monitor and modify user access to identify employees who no longer require capabilities in the course of their job responsibilities.
- Reviews Z codes, objects, and tables to determine segregation of duties with adequate controls.
- Implements system upgrades and support packages.
- Implements and follows policies and procedures to manage SAP Security in production.
- Reviews or provides guidance on materials developed by Associate Computer Application Specialist SAP employees such as business process procedure documents, test scripts, unit and system integration testing, and/or transaction codes including field level access.
- Maintains communication among SAP Functional teams during requirement gathering and implementation process for integrated complex projects.
- Develops training materials and provides training and coaching to end users.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The SAP Functional Analyst (BN, BW, Security) serves as a consultant regarding the functional and technical requirements of the District's SAP Benefits, Business Warehouse, and Security modules, formulates information system concepts, recommends long-range developmental plans, prepares technical specifications, and analyzes hardware and software requirements. The SAP Functional Analyst also directs the major activities involved in planning, development, and implementation of the configuration of an SAP module and may supervise and coordinate the efforts of an Associate Computer Applications Specialist SAP.

An Associate Computer Applications Specialist (SAP) performs less difficult and less complex work in formulating concepts for, developing, and supporting the implementation and upgrade of the District's SAP modules.

Other functional analysts serve as consultants regarding the functional business requirements of the District SAP modules such as Payroll, Organizational Management, Personnel Management, eRecruitment, Time Management, and Budget and Finance modules.

SUPERVISION

General direction and technical supervision is received from a Computer Application Administrator SAP or other higher level administrators. Supervision may be exercised over lower level personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Theory and practice of human resources, benefits, general accounting, budget, payroll, or procurement administration with emphasis on SAP system design
- SAP configuration, design, testing, and development in SAP Benefits, Business Warehouse and Security Modules
- Integration points across SAP modules including impact of changes made within modules
- SAP best practices for K-12 employee lifecycle business processes
- Software Testing Tools
- Project Management Software capabilities

Ability to:

- Identify improvements for business processes and supporting systems
- Analyze functional requirements, apply governing rules and regulations, make recommended changes, and translate into best practices solutions within SAP
- Determine business requirements and translate requirements for SAP implementation design into functional specifications
- Analyze and resolve security issues for complex functional requirements
- Utilize software testing tools to perform unit and system integration testing
- Apply strong lateral and analytical thinking skills
- Utilize project management software to keep track of progress on projects
- Manage projects and meet stringent project deadlines
- Work effectively across functional; technical; and organization readiness teams to ensure communication and coordination of system configuration and design as well as future functionality releases
- Write and orally express difficult and complex concepts clearly and concisely
- Develop training material and job aids for end users

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a Bachelor's degree preferably in computer science, human resources management, information systems, or a related field. Additional qualifying experience in system design may be substituted for up to two years of the required education on a year-to-year basis.

Experience:

Three years of configuration, design, and implementation experience with SAP Benefits Module 4.7 or higher, Business Warehouse 3.5 or higher, or experience implementing SAP Security policies and procedures utilizing version ECC 5.0. Experience must include implementation of at least one full SAP lifecycle. Public sector experience is preferable. Additional experience in the areas of human resources, benefits, general accounting, budget, or procurement administration is also preferable.

SPECIAL NOTES

Management class.
Exempt from FLSA.

The 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
07-17-13
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