

ASSOCIATE COMPUTER APPLICATIONS SPECIALIST (SAP)

DEFINITION

Formulates concepts for, develops, and supports with gradually increasing scope and complexity the implementation and upgrade of the District's SAP system.

TYPICAL DUTIES

Performs a variety of less complex SAP system development and modification work which includes a combination of the following:

- Consults with SAP Functional Analysts, managerial personnel, and customers to recommend technological solutions to issues impacting business operations.
- Confers with other technical staff and recommends enhancements to the SAP system.
- Develops specifications for enhancement and changes to the SAP system under the guidance of various SAP Functional Analysts.
- Analyzes, monitors, and resolves defects with the on-line system functionality and works with users to test fixes and enhancements made to the system.
- Makes configuration changes to less complex configuration tables in the SAP system to meet District business requirements.
- Maintains SAP tables, such as salary table (T510), cost centers, fund centers, general ledger accounts, commitment items, job mappings, configuration of system calendars, various SAP hierarchies, and crosswalk tables.
- Researches production issues related to master data and transaction execution.
- Executes Legacy System Migration Workbench (LSMW) programs to mass create master data.
- Provides technical and operational support for all Finance, Procurement, and Human Capital Management (HCM) modules.
- Participates in staff and user group meetings and training sessions involving technical subject matter and develops technical training materials and business process procedures documents used by staff and sure groups.
- Develops test scripts for unit and system integration testing and documents results.
- Assists business owners and super users in understanding SAP functionality and how it relates to their core duties.
- Prepares job aids or presentations for business and end user groups.
- Monitors data loads from external systems to ensure timely accessibility to end users.
- Participates in focus groups and takes minutes in meetings.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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.

A SAP Functional Analyst serves as a consultant regarding the functional business requirements of the District's SAP modules, formulates information system concepts, recommends long-range developmental plans, prepares technical specifications, and analyzes hardware and software requirements. A 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 efforts of an Associate Computer Applications Specialist SAP.

SUPERVISION

General technical and functional direction is generally received from a SAP Functional Analyst, SAP ABAP Developer, SAP Enterprise Portal Specialist or, SAP/ERP Manager. Functional supervision may be exercised over the development and implementation of system improvements by project task forces or teams.

CLASS QUALIFICATIONS

Knowledge of:

- Theory and practice of SAP system design and implementation techniques
- Basic concepts of SAP configuration, design, testing, and development of SAP modules
- Basic concepts of SAP methodology
- Basic integration points across different modules
- Characteristics and capabilities of information technology
- District SAP business practices
- Basic Software Testing Tools

Ability to:

- Identify improvements for business processes and supporting systems
- Determine business requirements and translate requirements for SAP implementation design into functional specifications
- Configure SAP modules to meet District requirements
- Utilize software testing tools to perform unit and system integration testing
- Prepare clear and logical functional requirements and general systems design
- Manage aspects of various projects and meet stringent project deadlines
- Analyze the needs, problems, and procedures related to functions and design of information systems to meet requirements
- Work effectively across functional, technical, and organizational readiness teams to ensure communication and coordination of system configuration and design as well as future functionality releases
- Participate in meetings involving technical subjects
- Develop training materials and job aids for end users

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in computer science, business, public administration or a related field is preferable. Additional experience in SAP systems and programming design in addition to that required below may be substituted on a year-for-year basis for the required education provided that the requirement of a high school diploma or equivalent is met.

Experience:

Two years of technical professional experience in the configuration, design, and implementation of SAP modules. which includes experience in one of the following areas: Finance modules such as job cost, projects, general ledger, grants management, and accounts receivable/payable; Procurement modules such as Warehouse Management, Material Management, Supplier Relationship Management, Supplier Self Service, P-Card, and Budget,; or Human Capital Management (HCM) modules such as Payroll, Personnel Administration, eRecruiting, Time Management, Business Warehouse, SAP Security or Organizational Management.

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
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