

COMPUTER APPLICATIONS SPECIALIST (PAYROLL-SAP)

DEFINITION

Formulates concepts for, develops, and supports the implementation and upgrade of the District's SAP payroll system.

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 solutions to problems affecting payroll operations.

Develops system requirements, process designs, detailed business activities, data mapping, and data modeling to support the implementation and maintenance of the SAP Payroll module.

Develops prototype solutions to ensure that they meet business requirements.

Configures the SAP system to meet District business requirements, document configuration and manage transport requests from the development system to the testing system and to the production system.

Recommends technical policies to project development teams and suggests corrective actions.

Prepares and compiles functional specifications to detail reports, enhancements, interfaces, forms, and conversions to be developed for the implementation of the new system including functional specifications for reports from the Business Warehouse.

Participates in the building of business plans and strategic directions by formulating standards and processes for payroll procedures.

Implements system upgrades and support packages.

Writes test scripts and performs SAP Payroll module and system integration testing.

Develops and recommends policies which will describe the technical aspects of the SAP Payroll module.

Collaborates with the training team in the development of training materials.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Computer Applications Specialist (Payroll) serve as consultants on the functional business requirements of the District's payroll function, computerized payroll systems, recommends long-range developmental plans, prepares technical specifications, and analyzes hardware and software requirements.

The Computer Applications Administrator plans, organizes, and directs the activities of a staff involved in the implementation and development of the automation of payroll, budget, finance, personnel, purchasing, and other technical applications.

The Computer Applications Specialist (Payroll-SAP) interfaces with technical and managerial personnel and end-users to provide information on SAP best practices solutions in the implementation and upgrade of the District's SAP Payroll system.

Other Computer Applications Specialists act as consultants in data processing functions such as Finance and Building Programs.

SUPERVISION

General direction is received from higher level management personnel. Work direction may be exercised over lower level technical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Theory and practice of payroll administration with emphasis on SAP system design and control techniques
- Theory and practice of payroll and time reporting
- SAP configuration, design, testing and development in SAP Payroll Module
- Distributed processing techniques
- Principles of project management

Ability to:

- Write and orally express difficult and complex concepts clearly and concisely
- Analyze functional requirements, apply governing rules and regulations, and may into best practices solution
- Analyze business requirements and translate requirement into system implementation design
- Create and update technical project documentation
- Work effectively across functional and technical teams to ensure communication and coordination of the project
- Work effectively in high-pressure environments

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in computer science, management, information systems, or related field.

Experience:

Three years of configuration, design, and implementation experience with SAP HR Payroll module 4.7 or higher. At least two years must include experience in areas such as tax calculation, garnishment withholding and remittance, earnings and deductions, FLSA rules, and payroll gross to net calculation.

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.

New Class
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