

SAP APPLICATIONS ASSISTANT

DEFINITION

Works under the direction of an SAP Functional Analyst to develop skills to support the District's Enterprise Resource System (SAP). Performs entry-level technical duties in the field of information technology.

TYPICAL DUTIES

Develops technical skills to support the District's SAP business infrastructure; learns SAP methodology; and applies District's policies, procedures, rules and regulations to assist with developing the following:

- Assists with developing business requirements for business owners.
- Assists in unit and quality assurance testing for SAP system enhancements.
- Assists with basic system configurations in SAP.
- Assists system users with resolving specific issues, such as time-related entry.
- Reviews SAP system reports for accuracy.
- Assists staff members by performing assigned technical tasks under supervision.
- Receives training relative to SAP structure, methodology, configuration, and system support processes.
- Assists the SAP Functional Analyst in recommending solutions to issues affecting the SAP application operation.
- Analyzes and resolves exceptions and communicate with business users on how to resolve, via oral or written communication.
- Participates in staff and user group meeting and training sessions.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A SAP Applications Assistant will assist both an Associate Computer Applications Specialist SAP and SAP Functional Analysts by performing less difficult and complex work and will receive practical training and experience utilizing the SAP application system.

A Computer Applications Assistant performs liaison activities by assisting users of the SAP and Integrated Financial Systems in such areas as budget, accounting, purchasing, payroll, or personnel in determining requirements specific to the user.

SUPERVISION

General and technical supervision is received from SAP Functional Analysts.

CLASS QUALIFICATIONS

Knowledge of:

- Computer terminology
- Theory and practice of system design
- Principles of software installation
- Basic research and analytic techniques and skills
- Basic concepts of data processing

Ability to:

- Ability to articulate in writing and orally complex concepts clearly and concisely
- Make valid analyses and comparisons
- Understand, interpret, and apply technical material, rules, procedures, and policies
- Communicate effectively in spoken and written English
- Perform a variety of tasks at the same time

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in computer science, engineering or related fields. Additional technical experience in configuring, developing, or implementing the SAP application system may be substituted for up to two years of the required education on a year-for-year basis provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

Two years functional front-end and/or technical back-end daily experience utilizing payroll, purchasing, financial, personnel, budget, portal, business warehouse, recruitment, benefits, time, or other modules in the SAP application system.

Special:

Some positions may require a valid California Driver License and the use of an automobile.

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 the position at any time.

New Class
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MT

Reviewed
05-12-14
SJ