

## SAP TECHNICAL TEST COORDINATOR

### DEFINITION

Coordinates quality assurance aspects of various SAP applications and performs complex testing and programming using HP Quality Center (HPQC), HP Quick Test Professional (HP QTP), and LoadRunner.

### TYPICAL DUTIES

Coordinates, plans, organizes, and directs SAP testing deliverables including testing plans, stress test plans, integration testing plans, and regression testing plans.

Develops SAP testing standards to be utilized with all SAP modules.

Designs the testing architecture for automation using SAP Solution Manager, HPQC, and HP QTP.

Develop, maintains, and modifies custom programs in HPQC.

Provides estimates and schedules to achieve work prescribed in test plans and identifies tasks and resources needed.

Coordinates with SAP project team members to develop ongoing metrics for measuring test execution, regression testing, performance testing, and defect rates.

Designs and develops SAP test scripts using software such as HP QTP and HP LoadRunner for all monthly, quarterly, upgrade and enhancement pack release cycle testing.

Identifies security requirements for HP QC and acts as security administrator.

Reviews and reports on the quality of the development and maintenance of programs and systems including programming, documentation, and process quality.

Develops reports and statistics for reporting on quality assurance standards and adherence by departments.

Participates, from a testing perspective, in the development of all aspects of SAP system standards including ABAP and Java programming, business data warehouse report, and security.

Identifies and plans training opportunities to improve team quality assurance competency.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An SAP Technical Test Coordinator coordinates testing of all SAP modules for the purpose of quality assurance.

An SAP/ERP Manager plans, defines, and develops SAP systems strategies and standards, and coordinates, manages, and reviews the work of assigned SAP production support and project teams engaged in analyzing and defining assigned SAP system functions and business processes and user needs.

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.

### SUPERVISION

General direction and technical supervision is received from a SAP/ERP Manager or other higher level administrator. Supervision may be exercised over lower level personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

Quality Assurance methodology, metrics, process, tools, documents and implementations  
SAP transactions and business process, integration and impact across SAP modules.  
Principles of HPQC administration for SAP applications including security, programming, and operating system.  
HP Script writing and development –for manual and automated testing of SAP applications Visual Basic Programming, HPQC, HP QTC, HP LoadRunner, and SAP Test Acceleration and Optimization (TAO)  
SAP Solution Manager and integration points with HPQC to evaluate and improve testing  
Quality assurance performance measurement systems and metrics  
Principles of program documentation and methodology  
Principles of team building and training

### Ability to:

Set up and design HP Quality Center including security roles and use of appropriate security concepts  
Develop, maintain, and modify custom applications in HP QC using Visual Basic  
Design and develop test scripts using HP QC automation and manual methods  
Express difficult and complex concepts clearly and concisely both orally and in writing  
Write clear complete comprehensive reports, documentation, instructions, and training materials.  
Anticipate conditions, plan ahead, establish priorities, and meet project schedules  
Listen and communicate effectively with team members  
Train system users effectively  
Establish effective working relationships with functional and technical teams  
Present and lead discussions on SAP testing

## ENTRANCE QUALIFICATIONS

### Education:

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

### Experience:

Four years of experience in automating testing using HP QTP and HP LoadRunner. Two years of the above experience must be in testing SAP applications using HP QC, in at least two of the following areas: payroll, budget, finance, personnel, purchasing, business warehouse, or job cost.

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  
02-10-14  
PJO