

SAP BASIS ADMINISTRATOR

DEFINITION

Responsible for the design, implementation, and technical support activities required to maintain a SAP environment; provides SAP technical leadership; and acts as a liaison between functional, ABAP, and infrastructure staff.

TYPICAL DUTIES

Applies SAP Basis skills and best practices to install, upgrade, and maintain all aspects of a SAP enterprise software system.

Maintains the integrity of the SAP environments (ABAP and Java) by managing the SAP Transport Management System and CTS+ to ensure all configuration and development objects are promoted properly.

Performs SAP system and client maintenance including client copy, export, and import; system profile maintenance, system performance tuning and administration of the SAP Online Support System (OSS) and notes implementation.

Analyzes system performance and adjusts various tuning parameters to maintain optimum utilization including application server load balancing, operation modes, background jobs, and spool management.

Performs load testing and stress test scenarios with technical staff for SAP stack (ABAP and Java).
Assesses impact of new SAP releases to current system.

Provides expertise and supports all development and production environments for the SAP system including SAP ECC, Business Warehouse, SRM, SuS, PI, Portal, ESS, e-Recruit, GRC, LVM, Fiori system including Gateway and Solution Manager 7.2.

Develops, installs, tests, and maintains software tools used by the application developers and programmers.

Develops and executes implementation plans for SAP software enhancements and upgrades.
Resolves problems related to SAP software and application procedures by identifying strategies for problem resolution and by implementing processes to prevent service disruption.

Interacts with SAP implementation staff, other Information Technology Division (ITD) staff, and other stakeholders to analyze proposed changes to SAP technical configuration settings to optimize overall performance and daily system administration.

Defines and documents technical system requirements and systems management procedures.
Evaluates new SAP technologies to plan for future technology requirements.

Performs SAP system and client maintenance including client copy, export, and import; system profile maintenance; and administration of the SAP Online Support System (OSS) and notes implementation, SAP System Refresh using LVM.

Obtains developer and object repair keys using OSS and authorizes usage by others.
Supports SAP GUI front-end installation.

Provides technical consulting to application development, functionality, enterprise rollout, integration and changes to release staff.

Support newer technologies within Solution Manager 7.2 such as BPCA and CBTA.
Use Actifio and or BRTools with TSM for SAP Database backups and restore.
Update and upgrade OpenText Vendor Invoice Management system and its add-ons.
Use Ticket Management tools like Remedy and HP ALM for support and projects.
Maintenance of BSI Tax Factory and SAP router.
Support SAP user based and issues on Citrix Environment.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The SAP Basis Administrator provides technical expertise in the design, implementation, and technical support activities required to maintain a SAP environment; provides SAP technical leadership, and acts as a liaison between functional, ABAP, and infrastructure staff.

The Senior ERP Director, Business Systems directs and oversees all activities of assigned staff and consultants during the implementation of a major new software applications system.

An SAP/ERP Manager plans, defines, and develops SAP systems strategies and standards. They will also coordinate, manage, and review 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.

SUPERVISION

General supervision is received from the SAP/ERP Manager. Technical supervision may be exercised over the work of lower-level information technology personnel.

CLASS QUALIFICATIONS

Knowledge of:

Functions and use of SAP enterprise systems and EDP hardware, software, and functional tools
SAP NetWeaver 7.3 XI/PI; SAP BW, Portal, SRM 7.0, MDM 7.0, SUS, ESS, e-Recruit, LVM, SLT,
Fiori system including Gateway and Solution Manager 7.2.

Complex SAP operating systems, application systems, and processes

Techniques of data modeling, conceptual design, and systems analysis as they relate to SAP

Principles of software quality assurance

Software engineering and formal software development methodologies

Relational databases such as Oracle including RAC and compression technologies.

Microsoft Windows environments

Forecasting and resource planning techniques including SAP Quick Sizer

Ability to:

Plan, schedule, and track activities to meet strict project deadlines

Develop long and short range plans

Diagnose hardware, software, and infrastructure problems in enterprise-wide software and relational database based software systems

Read, interpret, and apply technical information

Formulate and express difficult technical concepts clearly and effectively in writing and orally

Establish and maintain effective working relationships with administrators, representatives of vendors, and Information Technology Division employees

Monitor, analyze, and forecast system resources and plan for future growth

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably with a major in computer science, information systems, or a related field. Graduate level courses in computer or information science, operations research, or data base techniques is preferable.

Experience:

Five years of experience setting up and maintaining complex SAP information technology systems with Oracle databases. This experience must include installing and configuring SAP software, application support packages, and add-on software components; conducting parameter and system error analysis; and formulating operational system design and tactical plans for SAP components such as SAP NetWeaver 7.3,7.4 and 7.4. XI/PI, SAP BW, Portal, SRM 7.0, MDM 7.0, SUS, ESS, GRC, e-Recruit, LVM and Fiori system including Gateway and Solution Manager 7.2. Experience in database administration and the use or maintenance of Oracle-based systems with SAP newer products such as HANA, SAS tools, is preferable.

Special:

A valid California Driver License.

SPECIAL NOTES:

Employees in this class are subject to call at any hour.

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.

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