

ASSISTANT SAP/ERP BUSINESS ANALYST

DEFINITION

Assists in analyzing and defining assigned SAP systems or ERP student systems functions and business processes and user needs; participates in the functional configuration and maintenance of assigned SAP systems or ERP student systems modules according to operational and business needs.

TYPICAL DUTIES

Assists in analyzing existing functions and business processes of the District related to assigned system, which may include areas such as payroll, employee benefits, position control, human resources processing, general accounting, accounts receivable/payable, specially funded, inventory, enterprise accounting, budget planning, formulation, and management, procurement activities, quality control, audit management, academic scheduling, student registration, admissions, course management, grade reporting, and other student and academic systems processing.

Interfaces with functional unit process owners and users to identify, define, and document operational needs and objectives, current operational procedures, problems, input and output requirements, and levels of systems access.

Assists in defining and documenting assigned SAP systems or ERP student systems processes and transactions in support of business processes defined by functional unit process owners.

Assists in the functional configuration of the assigned SAP or ERP student systems modules to satisfy requests from end users for fixes, changes, and enhancements.

Assists in performing unit and integration testing and troubleshooting of problems with the assigned SAP or ERP student systems modules after release strategy changes and/or upgrades and other configuration changes have been created and makes changes in configurations to resolve errors.

Interfaces with users to interpret and clarify basic configuration details and process change requirements involving assigned SAP systems, or ERP student systems modules.

Tracks and documents changes in basic functional and business specifications and writes detailed procedures that can be easily understood by end-users.

Trains users and supports training in the basic usage of assigned SAP systems or ERP student system functionality.

Maintains effective and cooperative working relationships with process owners, District staff, project consultants, and vendors.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Assistant SAP/ERP Business Analyst** applies a basic knowledge of SAP or ERP systems functionality and applications when participating in the analysis and translation of departmental business processes and user needs into deployed functionality in the assigned SAP systems or ERP student systems modules. Systems modules include SAP Human Resources, SAP Financial, SAP Material Management, SAP Government Risk and Compliance, SAP Planning Budget and Formulation, SAP HP Quality Control, SAP Portal (ESS and MSS), or ERP student systems modules.

DISTINGUISHING CHARACTERISTICS (Cont.)

An **SAP Business Analyst (Finance)/(Human Resources)** analyzes and defines SAP Financial, SAP Material Management, SAP Planning Budget and Formulation, and project systems or SAP human resources systems functions and business processes and user needs and performs functional configuration and maintenance tasks for the District's SAP Financial, SAP Material Management, SAP Planning Budget and Formulation, or SAP Human Resources systems modules according to operational needs. Incumbents in this classification use SAP functional and applications knowledge to analyze and translate departmental requirements into deployed functionality in the District's SAP Financial, SAP Material Management, SAP Planning Budget and Formulation, or SAP Human Resources systems and are not required to perform technical programming duties.

An **Enterprise Resource Planning (ERP) Business Analyst (Student Systems)** analyzes and defines ERP student systems functions, business processes, and user needs and performs functional configuration and maintenance tasks for the District's ERP student systems modules according to operational needs. Incumbents in this classification use ERP functional and applications knowledge to analyze and translate departmental requirements into deployed functionality in the District's ERP student systems and are not required to perform technical programming duties.

An **SAP Project Coordinator (Finance)/(Human Resources)** coordinates, organizes, and supervises the work of an assigned SAP project team engaged in analyzing and defining SAP financial/material management and project systems or SAP Human Resources systems functions and business processes and user needs, performing functional configuration and maintenance tasks for SAP Financial, SAP Material Management, SAP Planning Budget and Formulation, or SAP Human Resources systems modules, and validating the systems design; develops and designs appropriate business processes in conjunction with functional managers and personally performs the more complex professional work of the team. Incumbents in this class are not required to perform technical programming duties.

An **Enterprise Resource Planning (ERP) Project Coordinator (Student Systems)** coordinates, organizes, and supervises the work of an assigned ERP project team engaged in analyzing and defining student systems functions, processes, and user needs, performing functional configuration and maintenance tasks for student systems modules, and validating the systems design; develops and designs appropriate business processes in conjunction with functional managers and personally performs the more complex professional work of the team. Incumbents in this class are not required to perform technical programming duties.

SUPERVISION

Immediate supervision is received from a classified supervisor or manager. Functional supervision may be received from higher-level analysts. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Characteristics and capabilities of state-of-the art technology in human resources, financial, budgetary, material management, audit, or student information processing

Basic principles and practices of human resource, financial, budgetary, material management, audit, or student systems reporting

Basic principles of program documentation

Principles of report, screen, and form design

Principles of organization and management

Principles of work simplification and modification

Federal, State, and local laws, ordinances, codes, and regulations related to human resources, financial, budgetary, material management, or student information processing

Learn principles of SAP Human Resources systems modules with an emphasis on Personnel Administration, Organizational Management, Time Management Payroll, and Benefits

Learn principles of SAP Financial systems modules with an emphasis on Finance, Budget Control System, and Funds Management

Learn principles of SAP material management modules with an emphasis on Procurement, Accounts Payable, and Inventory Management

Learn principles of SAP Government Risk and Compliance

Learn principles of SAP Planning Budget and Formulation system module

Learn principles of SAP Portal (ESS and MSS)

Learn principles of SA HP Quality Control

Learn principles of an Enterprise Resource Planning (ERP) system

Learn fundamentals of systems analysis, functional configuration, and testing

Ability to:

Gather, compile, and analyze data involving human resources, financial, budgetary, material management, audit, or student information processing and develop improvements

Express concepts clearly and concisely both orally and in writing

Understand, interpret, and apply applicable rules, laws, and procedures to human resources, financial, budgetary, material management, audit, or student systems operations

Write clear and comprehensive reports

Write clear and logical documentation

Work effectively and cooperatively with administrators, staff, users, project consultants, and vendors

Meet established priorities and project schedules

Learn the characteristics of new systems and update skills to adapt to changing technology

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized four-year college or university preferably with a major in business administration, public administration, finance, accounting, human resource management, computer information systems, management information systems, or a related field.

Experience:

One year of recent full-time professional-level paid experience in human resources processing, payroll, employee benefits, finance, budgeting, auditing, accounting, business management, student systems processing, academic scheduling, student registration, admissions, course management, grade reporting, or closely related area. Experience with a SAP Human Resources, SAP Financial, SAP Material Management, SAP Government Risk and Compliance, SAP Planning Budget and Formulation, SAP Portal, or ERP student system is desirable.

Special:

A valid Class "C" California driver's license.
Access to an automobile.