

SAP PROJECT COORDINATOR (HUMAN RESOURCES)

DEFINITION

Coordinates, organizes, and supervises the work of an assigned SAP Human Resources team, develops and designs appropriate business processes in conjunction with functional managers, and personally performs the more complex professional work of the team.

TYPICAL DUTIES

- Coordinates and supervises the activities of an assigned SAP team in the area of human resources systems to meet project needs, priorities, and deadlines.
- 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.
- Analyzes and evaluates complex work methods, procedures, controls, and information and documentation systems, and develops and designs new rules and procedures related to payroll, employee benefits, positions control, and human resources processing in conjunction with functional managers.
- Obtains buy-in from business process owners and end-users on proposed new business processes or changes to existing ones.
- Defines and documents SAP human resources system processes and transactions in support of business processes defined by functional unit process owners.
- Performs functional configuration tasks and tests the functionality of SAP Human Resources and SAP Portal (ESS and MSS) modules from the development phase to production.
- Applies functional knowledge to design and customize workflow systems that provide seamless integration for SAP Human Resources modules.
- Interfaces with users to interpret and clarify complex functional configuration details and process change requirements involving SAP Human Resources and SAP Portal (ESS and MSS) modules.
- Prepares and communicates regular project status reports with project stakeholders and business process owners.
- Evaluates the operational effects of applications software.
- Reviews and evaluates project deliverables and timelines including contractor and project team performance.
- Acts as a liaison between departmental end-users and programming staff in the analysis, design, functional configuration, testing, and maintenance of complex SAP Human Resources and SAP Portal (ESS and MSS) modules to ensure optimal system performance.
- Tracks and documents changes in complex functional and business specifications and writes detailed procedures that can be easily understood by end-users.
- Identifies opportunities for improving business processes in partnership with process owners and management through information systems.
- Analyzes the feasibility of and develops requirements for new systems and enhancements to existing systems and ensures that the system design fits the needs of the users.
- Identifies business user needs, develops action plans, identifies deliverables, and presents results.

## TYPICAL DUTIES (Cont.)

- Provides technical assistance in training, mentoring, and coaching professional and technical staff on complex matters related to assigned area.
- Maintains effective and cooperative working relationships with process owners, District staff, project consultants, and vendors.
- Provides post implementation support by serving as a liaison to process owners, colleges, and end-users to troubleshoot system problems and authorize access for new users.
- Writes reports, correspondence, documentation, and presentations containing descriptive, analytical, and evaluative content including the preparation of projections, conclusions, and recommendations for human resources systems.
- Trains users and support training in the usage of SAP Human Resources and SAP Portal (ESS and MSS) system functionality.
- Reviews and approves consultant/contractor billings.
- Assigns and reviews the work of assigned staff.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

An **SAP Project Coordinator (Human Resources)** coordinates, organizes, and supervises the work of an assigned SAP team engaged in analyzing and defining human resources functions, processes, and user needs, performing functional configuration and maintenance tasks for SAP Human Resources and SAP Portal (ESS and MSS) 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 **SAP/ERP Manager** plans, defines, and develops, SAP/ERP systems strategies and standards, and coordinates, manages, and reviews the work of assigned SAP/ERP production support and project teams engaged in analyzing and defining assigned SAP/ERP systems functions and business processes and user needs, configuring, and maintaining SAP/ERP systems modules, and validating the systems design. Systems modules include but are not limited to SAP Human Resources, SAP Financial, SAP Material Management, SAP Project Systems, SAP Government Risk and Compliance, SAP Planning Budget and Formulation, SAP Plant Maintenance, SAP HP Quality Assurance, SAP Business Warehouse, SAP Portal (ESS and MSS), and ERP student systems modules.

An **SAP Business Analyst (Human Resources)** analyzes and defines SAP Human Resources functions, business processes, and user needs and performs functional configuration and maintenance tasks for the District's SAP Human Resources and SAP Portal (ESS and MSS) 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 human resources systems and are not required to perform technical programming duties.

## SUPERVISION

General supervision is received from an SAP/ERP Manager. General supervision is exercised over professional staff assigned to the team.

## CLASS QUALIFICATIONS

### Knowledge of:

Principles of SAP Human Resources systems modules with an emphasis on Personnel Administration, Organizational Management, Time Management, Benefits, and Payroll  
SAP Portal (ESS and MSS) technology  
Principles and techniques of systems analysis, functional configuration, and testing  
Methods of developing operational process specifications  
Characteristics and capabilities of state-of-the art technology in human resources information processing  
Principles and practices of payroll, employee benefits, and human resources processing  
Industry and professional standards for business systems, procedures, and methods pertinent to human resources information processing  
Federal, State, and local laws, ordinances, codes, and regulations related to human resources information processing  
Principles and practices of project management  
Principles of work simplification and modification  
Principles of organization and management  
Principles of program documentation  
Principles of report, screen, and form design  
Principles of supervision, team building, and training

### Ability to:

Coordinate, organize, and evaluate the work of an assigned project team  
Analyze and develop improvements to existing manual and computerized operational procedures involving human resources information processing  
Design, develop, and document complex operational and technical processes, functions, and procedures involving SAP Human Resources and SAP Portal (ESS and MSS) modules  
Perform functional configuration, modification, and testing tasks involving complex components of SAP Human Resources and SAP Portal (ESS and MSS) modules  
Analyze complex business problems involving SAP Human Resources and SAP Portal (ESS and MSS) modules and develop appropriate solutions  
Express difficult and complex concepts clearly and concisely both orally and in writing  
Write clear and comprehensive reports, instructions, and training materials  
Write clear and logical documentation  
Anticipate conditions, plan ahead, establish priorities, and meet project schedules  
Review and evaluate detailed project management plans and project progress  
Review and evaluate project deliverables  
Interpret and apply applicable rules, laws, and procedures to human resources operations  
Provide technical assistance to users and staff  
Act independently and promptly to situations and events  
Motivate, direct, train, and develop others  
Stimulate teamwork and promote cohesiveness to achieve team and project goals  
Establish effective working relationships with administrators, staff, project consultants, and vendors  
Analyze and interpret technical materials accurately and effectively in written communications, reports, and presentations

Ability to: (cont.)

Train system users effectively  
Implement quality assurance efforts for software use and design  
Stay abreast of current trends and technical advancements in the area of human resources systems  
Present and lead discussions on SAP functionality as it relates to current operational needs  
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 human resource management, business administration, public administration, computer information systems, management information systems, or a related field.

Experience:

Three years of recent full-time paid professional-level experience in the functional configuration, modification, or maintenance of an SAP Human Resources system. Supervisory experience is desirable.

Special:

A valid Class "C" California driver's license must be obtained within 60 days after appointment.  
Access to an automobile.