

SAP QUALITY ASSURANCE COORDINATOR

DEFINITION

Coordinates quality assurance aspects of various SAP applications and performs complex quality assurance testing and programming using Hewlett Packard Quality Center (HP QC).

TYPICAL DUTIES

- Coordinates all SAP testing deliverables using HP QC to analyze technical impact and business risks of proposed changes to various SAP applications.
- Develops, maintains, and modifies custom programs in HP QC using Visual Basic.
- Participates in the development of all aspects of SAP system standards including ABAP and Java programming, business data warehouse report, security, etc.
- Gathers, analyzes, and translates business requirements into test models and develops test strategy and plans to ensure that new and revised systems meet defined user needs.
- Provides estimates and schedules to achieve work prescribed in test plans and identifies tasks and resources needed.
- Cooperates with SAP project team members to develop ongoing metrics for measuring test execution, regression testing, performance testing, and defect rates, and develop solutions to testing defects.
- Develops test scripts for quality assurance purposes using software such as HP Quick Test Professional and HP Load runner.
- 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.
- Perform validations of custom programs and objects to assure adherence to District standards.
- Develops reports and statistics for reporting on quality assurance standards and adherence by departments.
- Identifies and plans training opportunities to improve overall team quality assurance competency.
- Stays current on the latest trends and methods of application development related to testing and quality assurance of SAP applications.
- Attends technical conferences and seminars as designated by supervisor and briefs SAP project team members on new developments in the field of SAP testing and quality assurance.
- May serve as technical project lead as appropriate.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **SAP Quality Assurance Coordinator** applies advanced technical knowledge in the testing, programming, and coordination of quality assurance aspects of various SAP applications. Proficiency in Hewlett Packard Quality Center and Visual Basic programming is essential for the performance of the duties of the position.

DISTINGUISHING CHARACTERISTICS (Cont.)

An **SAP/ERP Manager** plans, schedules, coordinates, directs, and reviews the work of SAP/ERP project teams involved in analyzing and defining SAP financial/material management, SAP project, SAP human resources, and ERP student systems functions and business processes and user needs, configuring and maintaining SAP financial/material management, SAP project, SAP human resources, and ERP student systems modules, and validating the systems design.

An **SAP Configurator** serves as the District's resident expert as well as the internal consultant to SAP project team members on the technical configuration and maintenance of SAP system modules, and defines, promulgates, and maintains standards and best practices for District SAP systems implementations that fall within the assigned area.

SUPERVISION

General supervision is received from an SAP/ERP Manager or classified administrator. Functional supervision may be exercised over professional staff on a project-by-project basis.

CLASS QUALIFICATIONS

Knowledge of:

Quality assurance methodology, metrics, process, tools, documents and their implementation
Principles of HP QC administration for SAP applications including security, programming, and operating system and associated sub modules
HP Script writing and development – both for manual and automated testing of SAP applications
Visual Basic Programming
Quality assurance performance measurement systems and result tracking
Methods of developing operational process specifications as it relates to quality assurance process and methods
Software development lifecycle process and procedures
Software applications such as MS Project, MS Power Point, MS Word, MS Access and MS Visio
Principles and techniques of systems analysis and testing
Principles of program documentation
Principles and practices of project management
Principles of team building and training

Ability to:

Set up and design HP Quality Center including security roles and use of appropriate security concepts
Identify business user needs, develop action plans, identify deliverables, and present results
Develop, maintain, and modify custom applications in HP QC using Visual Basic
Design and develop test scripts using HP QC automation and manual methods
Implement quality assurance standards for software development and testing design
Identify and analyze quality risks of SAP applications
Express difficult and complex concepts clearly and concisely both orally and in writing
Write clear comprehensive reports, documentation, instructions, and training materials

Ability to: (Cont.)

Anticipate conditions, plan ahead, establish priorities, and meet project schedules
Listen and communicate effectively with team members
Train system users effectively
Establish and maintain effective working relationships with administrators, staff, and users
Stay abreast of current trends and technical advancements in information processing systems that fall within the assigned area
Present and lead discussions on SAP testing and quality assurance as it relates to current operational needs

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university preferably with a major in management information systems, computer information systems, computer engineering, or a related field.

Experience:

Three years of recent full-time paid professional-level experience in applying quality assurance techniques and processes using HP Quality Center in an SAP system environment.

Special:

Completion of a recognized HP Quality Center certification is desirable.

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