SAP FUNCTIONAL ANALYST (eRC, ESS, MSS, PA/OM)

DEFINITION

Formulates concepts for, develops, and supports the implementation and upgrade of the District's SAP eRecruitment (eRC), Personnel Administration (PA), Employee Self Service (ESS), Manager Self Service (MSS), and Organizational Management (OM) modules.

TYPICAL DUTIES

Consults with technical and managerial personnel and with end-users to gather information related to functional business requirements of the District and recommends best practice information technology solutions to problems affecting human resource business operations.

Develops system requirements, process designs, detailed business activities, data mapping, and data modeling to support the implementation and maintenance of SAP eRC, PA, ESS, MSS, and OM modules.

Analyzes and/or participates in the resolution of complex, unusual, urgent or sensitive configuration or master data issues.

Recommends technical policies and identifies opportunities for project development and suggests corrective actions to improve efficiency and business processes; and technical aspects of the SAP module.

Develops prototype solutions to ensure they meet business requirements.

Analyzes and identifies data integrity issues with existing and proposed systems and implements solutions.

Manages and configures the SAP eRC PA, ESS, MSS, and OM system modules to meet District business requirements, documents configuration, and manages transport requests from the development system to the testing system and to the production system.

Manages and supports ALE communication framework between eRC, PA, ESS, MSS, and OM modules.

Manages and supports TREX search engine for eRC module.

Manages and guides User Acceptance testers from various business areas in order to complete high quality testing.

Writes security plans and works with other ITD technical staff to secure ESS website outside the LAUSD network using Reverse Proxy technology.

Prepares and compiles functional specifications to detail reports, enhancements, interfaces, forms, and conversions to be developed for complex solutions for the eRC, PA, and OM modules.

Coordinates the building of business plans and strategic directions by formulating standards and processes for human resource procedures.

Reviews or provides guidance on materials developed by Associate Computer Application Specialist SAP employees such as business process procedure documents, test scripts, or unit and system integration testing.

Implements system upgrades and support packages.

Maintains communication among SAP Functional teams during requirement gathering and implementation process for integrated complex projects.

Develops training materials and provides training and coaching to end users.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The SAP Functional Analyst (eRC, ESS, MSS, PA/OM) serves as a consultant regarding the functional business requirements of the District's SAP Personnel Administration, Employee Self Service, Manager Self Service, and Organizational Management and eRecruitment modules, formulates information system concepts, recommends long-range developmental plans, prepares technical specifications, and analyzes hardware and software requirements. The SAP Functional Analyst also directs the major activities involved in planning, development, and implementation of the configuration of an SAP module and may supervise and coordinate efforts of an Associate Computer Applications Specialist SAP.

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.

Other functional analysts serve as consultants regarding the functional business requirements of the District SAP modules such as Benefits, Finance, Business Warehouse, Time Management, and Payroll.

SUPERVISION

General direction is typically received from a higher-level administrator, such as a Computer Application Administrator SAP or other higher level administrators. Supervision may be exercised over lower level personnel.

CLASS QUALIFICATIONS

Knowledge of:

Theory and practice of human resources administration
SAP configuration, design, testing, and development in SAP Personnel Administration, Employee Self Service, Manager Self Service, or Organizational Management, or eRecruitment Modules
Integration points across SAP modules including impact of changes made within modules
SAP best practices for K-12 employee lifecycle business processes
Software Testing Tools
Project Management Software capabilities

Ability to:

Identify improvements for business processes and supporting systems
Analyze functional requirements, apply governing rules and regulations, make recommended changes, and translate into best practices solutions within SAP
Determine business requirements and translate requirements for SAP implementation design into functional specifications
Utilize software testing tools to perform unit and system integration testing
Apply strong lateral and analytical thinking skills
Utilize project management software to keep track of progress on projects
Manage projects and meet stringent project deadlines
Work effectively across functional, technical, and organization readiness teams to ensure communication and coordination of system configuration and design as well as future functionality releases
Write and orally express difficult and complex concepts clearly and concisely
Develop training material and job aids for end users

ENTRANCE QUALIFICATIONS

<u>Education</u>:

Graduation from a recognized college or university with a Bachelor's degree preferably in computer science, human resources management, information systems, or a related field. Additional qualifying experience in system design may be substituted for up to two years of the required education on a year-to-year basis.

<u>Experience</u>:

Three years of configuration, design, and implementation experience with SAP Personnel Administration, Employee Self Service ECC 6.0, or Organization Management ECC 6.0. Experience must include implementation of at least one full SAP lifecycle. Experience with Concurrent Employment (CE) functionality and public sector experience is preferable. Additional experience in the field of Human Resources Administration is preferable.

SPECIAL NOTES

Management class.
Exempt from FLSA.

The 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.

Revised	Reviewed
07-17-13	07-13-20
PJO	PJO