SAP SCHEMA ARCHITECT (PAYROLL, TIME)

DEFINITION

Plans, defines, and develops the complex SAP schema and rules to support the implementation and upgrade of the District's SAP modules. Analyzes existing business practices and develops SAP schema improvements that conform to organizational needs and goals.

TYPICAL DUTIES

Responsible for developing complex SAP solutions which includes managing as-is and to-be process mapping workshops and providing a detailed scope of solutions.

Performs extensive and complex schema and rule configurations to meet District business requirements.

Provides expert knowledge with functional teams while facilitating process improvements and developing new functionalities.

Resolves complex issues and develops integration designs involving other SAP modules such as HR (Human Resources), OM (Organizational Management), Time, Payroll, Benefits and FI (Financial Accounting).

Communicates with technical teams to develop custom functions, features, user exits, and operations related to SAP modules to provide solutions to LAUSD specific requirements.

Defines, maintains, and updates schemas and rules for all areas, including, but not limited to: annualization, differentials, union dues and agency fees, retirement, workers compensation, garnishments, taxation, work schedule rules, holidays, attendance and absence types, quotas, time types, and time evaluations processing for concurrent employment.

Facilitates, coordinates, develops, and supports the deployment of new functional enhancements, upgrades, or projects related to the various modules.

Provides specialized advice to respective business owners when evaluating technology solutions to optimize or streamline business functions and/or resolve operational problems.

Communicates with third party vendors to interpret State and Federal rules so that schema and configuration complies with rules.

Identifies and analyzes existing gaps in functionality and suggests appropriate courses of action related to schema rules, functions, user exists, and custom solutions.

Develops and maintains system requirements, process designs, and master schema configuration documents.

Develops and enhances quota projections, accrual rules, and time type balances across all assignments.

Provides professional expertise and formulates concepts for existing and proposed automation activities and make recommendations regarding design changes and enhancements for improved systems, business performance, and cost effectiveness.

Responsible for designing, writing functional specifications, and assisting the development team with various CATS, infotype, and RICEF enhancements.

Provides knowledge to Functional Analysts and Associate Computer Application Specialists in SAP configurations.

Responsible for developing, implementing, and identifying opportunities for improvements.

Writes, edits, and reviews project documentation using various office automation tools.

Manages systems implementation activities for user departments, other units, and computer operations personnel, and develops and participates in training classes for employees or user departments.

Develops, executes, and manages project plans.

Administers activities associated with projects.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A SAP Schema Architect provides complex technical expertise and plans, defines, and develops highly complex SAP schema and rules to support the implementation and upgrade of the District's SAP modules while conforming to organizational needs and goals.

An SAP/ERP Manager plans, defines, and develops SAP systems strategies and standards. They also coordinate, manage, and review the work of assigned SAP production support and project teams engaged in analyzing and defining assigned SAP system functions, business processes, and user needs.

SAP Functional Analysts serve as consultants regarding the functional business requirements of the District SAP modules such as Benefits, Finance, Business Warehouse, Time Management, Payroll, Personnel Administration, Organizational Management, and Procurement Supervision.

SUPERVISION

General direction is received from an SAP/ERP Manager. Technical supervision is exercised over professional level SAP staff.

CLASS QUALIFICATIONS

Knowledge of:

SAP time and/or payroll schema, rules, and functions
SAP configuration, design, testing, and development in SAP time
Integration points with SAP modules impact of changes within time module and comprehensive understanding of SAP HCM module
SAP best practices including ASAP methodologies
Custom operation function and operation design to be utilized in time and/or payroll schema
    Advanced understanding of time evaluation schema functions, rules, operations, time wage types, attendance and absence
Advanced understanding of payroll schema functions and rules
SAP concurrent employment in time and payroll modules
ABAP debugging
Advanced understanding of HR, Payroll, PA (Personnel Administration), OM, Benefits and FI that impact time
HP Quality Center, Variance Monitor, Data Sync Manager, and Query Manager to perform UAT and parallel testing

Ability to:

Analyze and evaluate existing time schema rules and functions, and design and incorporate new time schema rules and functions for system enhancements
Understand the intent and areas of improvement
Design new section of time and/or payroll schema, rules, and functions for system enhancements
Provide solutions to complex designs
Deliver and be adaptable in understanding functional and technical requirements

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a Bachelor's degree, preferably in computer science, information systems, engineering, or a related field.

Experience:

Five years of advanced SAP Payroll configuration and schema experience including complex wage types annualization, differentials, union dues and agency fees, retirement, workers compensation, garnishments, and taxation;

or

Five years of advanced SAP Time configuration and schema experience; application of time functions, rules, operations, time wage types, attendance and absence types, quotas, holiday rules, work schedule rules, rounding rules, and time evaluation processing in concurrent employment;

and

This experience must include writing rule modifications for highly customized schema, rules, functions, and complex solutions. At least 3 years of the aforementioned experience must include full lifecycle SAP implementation from blueprint, design, and configuration to go-live and production support in either time or payroll schema. Experience working with complex unionized employee based environment and experience with SAP ECC 5.0 or higher is preferred.

Special:

A valid California Driver License is required.
Use of an automobile may be required for some positions.

SPECIAL NOTES

An Employee in this classification may be subject to the reporting requirement of the District's Conflict of Interest Code.

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.

New Class   Reviewed
05-29-13   07-13-20
JPK[2]   PJO