SAP FUNCTIONAL ANALYST (PROCUREMENT)

DEFINITION

Formulates concepts, configures, develops, and supports the implementation, upgrade, and production systems of the District's SAP Supplier Relationship Management for Public Sector (SRM for PPS), Supplier Self-Service (SUS), Warehouse Management (WM), Material Management (MM) which includes Materials Requirement Planning (MRP), Procurement Card, and Travel modules.

TYPICAL DUTIES

Consults with technical and managerial personnel and with end-users to gather information related to functional business requirements of the District's SRM (PPS)/SUS, Master Data Management (MDM) catalogs, WM, Procurement Cart, Travel Management. and MM functionality and recommends best practice information technology solutions to problems affecting procurement management business operations.

Develops system requirements, process designs, detailed business activities, data mapping, and data modeling to support the implementation and production support of SAP SRM (PPS)/SUS, WM, MM, Procurement Card and Travel modules.

Analyzes and identifies SAP solutions and configuration of master data issues.

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

Manages and configures the SAP SRM (PPS)/SUS, MDM catalogs, WM, MM, Procurement Card and Travel modules to meet District business requirements, documents configuration, and manages transport requests from the Development system to the Quality system and to the Production system.

Prepares and compiles functional specifications for reports, enhancements, interfaces, workflow, forms, and conversions into SAP SRM (PPS)/SUS, MDM catalogs, WM, MM, Procurement Card and Travel modules.

Develops business process procedures documenting redesigned business methods.

Develops in-depth test cases and scenarios for end-to-end integration testing.

Prepares and maintains requirements documentation, configuration documentation, and transport documentation.

Implements system upgrades and support packages.

Manages and guides User Acceptance testers from various business areas and external stakeholders such as vendors in order to complete high quality testing.

Identifies errors in programs that do not meet the functional design and provides guidance and articulates the required design changes to developers for revision.

Supports, maintains, and improves the current custom solutions in SRM (PPS)/SUS, WM, and MM including Shopping Cart to STO processing, multi-level approval workflows, vendor self-service functionality, MDM catalogs, and reporting.

Coordinates with other SAP teams such as Finance, Payroll, and Human Resources on various integration points like material master set-up and valuation (FI/CO) postings and the replication of the Organizational Structure.

Collaborates with technical personnel overseeing external systems such as MAXIMO, Motor Coach Management System, Procurement Card, and Cafeteria Management System (CMS) on items such as interfaces.

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

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 super users.

Utilizes hands-on skills for maintenance activities such as SRM organization structure, MDM catalogs, and month and year-end activities.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The SAP Functional Analyst (Procurement) serves as a consultant regarding the functional business requirements of the District's SAP SRM (PPS)/SUS and MM modules and formulates information system and business operations concepts. The SAP Functional Analyst (Procurement) also directs the major activities involved in planning, development, and implementation of the configuration of an SAP module(s) and may supervise and coordinate the 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 Finance, Business Warehouse, and Human Capital Management (HCM).

SUPERVISION

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

CLASS QUALIFICATIONS

Knowledge of:

Theory and practice of procurement and contract management including e-commerce, SAP configuration, design, testing, and development in SAP SRM (PPS)/SUS, Document Builder, ARIBA, MM including MRP, MDM, and/or WM modules

Integration points across all of the SAP Procurement modules and the impact of changes made within modules

SAP best practices for Procurement Management lifecycle business processes

Software Testing Tools

Complex interdependencies and integration with other implemented SAP modules

SAP procurement configuration rules

Procurement Card

Travel Modules

Identify improvements for business processes and supporting systems
Present different SAP solutions for District business requirements
Analyze functional requirements, apply governing rules and procedures, make recommended changes, and translate into best practices solutions within SAP
Determine business requirements and translate requirements for SAP implementation design into functional specifications
Configure the SAP procurement modules to meet District requirements
Apply SAP procurement configuration rules
Utilize software testing tools to perform functional unit and system integration testing
Apply strong lateral and analytical thinking skills
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

Education:

Graduation from a recognized college or university with a Bachelor's degree preferably in computer science, information systems, business, or a related field. Additional qualifying experience may be substituted for up to two years of the required education on a year-to-year basis provided that the requirement of a high school diploma or equivalent is met.

Experience:

Three years of configuration, design, implementation, and production system support experience with SAP SRM/SUS 5.0/7.0, ARIBA, WM, MM, Procurement Card, and/or Travel in ECC 5.0/6.0 or higher. Experience must include implementation or at least one full SAP lifecycle of SAP procurement modules. Public sector experience is preferable.

SPECIAL NOTES

An employee in this class may be subject to the reporting requirements of the District Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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JAP