

COMPUTER APPLICATIONS ASSISTANT

DEFINITION

Assists users of SAP, Integrated Financial System, and other database systems by documenting computer applications problems and recommending procedures and systems modifications.

TYPICAL DUTIES

Provides information to central offices staff of the Business Services, Accounting and Disbursement, Budget, Facilities, and Human Resources Divisions to assist in implementation and maintenance of the Districts integrated computerized system.

Assists in the preparation of reports related to integrated financial, purchasing, payroll, or personnel computer applications.

Assists in determining central offices computer usage and staffing requirements.

Obtains and compiles data to document and prepare reports on required procedures or system modifications.

Codes data into SAP, IFS, and other database systems and reviews computerized reports for accuracy.

Prepares, processes, and reviews table modification requests for completeness and accuracy and enters modifications into system.

Assists in testing and evaluating new software for application in the various areas.

Confers with and informs training personnel of modifications to procedures for training program and manual updates.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Computer Applications Assistant performs liaison activities by assisting users of the SAP and Integrated Financial Systems in such areas as budget, accounting, purchasing, payroll, or personnel in determining requirements specific to the user.

An Associate Computer Applications Specialist assists Computer Applications Specialists by performing the less difficult and complex work in formulating concepts for and developing new and modified computer applications to meet customer requirements.

Computer Applications Specialists are assigned in various specialties such as purchasing, personnel, finance, payroll, and building programs and formulate concepts and develop new and modified applications for information systems.

SUPERVISION

General supervision is received from the Associate Computer Applications Specialist. Technical supervision may be received from Computer Applications Specialists or SAP Functional Analysts in specific areas of expertise. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Fundamental accounting, budgetary, purchasing, payroll, and/or personnel principles
- Basic research techniques
- Basic concepts of data processing
- Clerical practices and procedures
- Principles of organizational structure and function
- Effective use of manuals and training aids

Ability to:

- Learn and apply District accounting, budgetary, purchasing, payroll, and personnel concepts
- Make valid analyses and comparisons
- Understand, interpret, and apply technical material, rules, procedures, and policies
- Express technical concepts clearly and concisely in oral communication and written reports
- Work effectively with groups and individuals
- Operate a computer terminal

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a major in public, business, financial, or personnel administration. Experience beyond that required may be substituted for the required education on a year-for-year basis.

Experience:

Two years of technical/technical-clerical payroll, purchasing, financial, or personnel experience that included the operation of a computer terminal.

Special:

Some positions may require a valid California Driver License and the use of an automobile.

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 the position at any time.

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MT

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10-01-13
SJ