



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Data Analyst
Payroll/Personnel Type:	12 Month
Reports to:	Executive Director, Information Technology

Position Summary:

Support and maintain the SAP ECC 6.0 business system of the district for the following modules: HR/PY/BN/FI/CO/FM/MM. Responsibilities include technical and functional design/implementation of business solutions, working with end users and subject matter experts in preparation of technical specifications, development/testing of program code, and providing documentation to subject matter experts.

Essential Functions:

- Monitor and support all production SAP system applications and interfaces
- Perform daily analysis/programming/troubleshooting/monitoring/production support
- Working closely with subject matter experts/technical support team/off-site BASIS support team/help desk/trainers
- Assist in configuration of SAP modules in support of changing business requirements
- Develop/maintain ABAP reports and interfaces/custom tables
- Assist subject matter experts in running of reports/interfaces/batch sessions
- Work with subject matter experts to provide data/reports to internal/external auditors
- Interface between off-site SAP BASIS support and on-site network staff when issues arise
- Work with BASIS and SLPS Tech Support on network/hardware issues, such as FTP and printing issues
- Utilize OSS to research issues and work with BASIS support team on application of notes to resolve issues
- Support users in testing of HR LCP's and patches applied by BASIS
- Work with 3rd party vendors on interfaces with SAP to develop interfaces required to integrate master and transaction data to/from SAP and external software applications

Knowledge, Skills, and Abilities:

- Knowledge and experience with client server computer environment, Oracle database management system, and local and wide area networks
- Knowledge and understanding of SAP security and segregation of duties protocols
- Knowledge and experience with disaster recovery in a virtualized environment
- Strong communication and teamwork skills
- Strong analytical, troubleshooting/debugging skills
- Ability to work independently and collaboratively
- Self-motivated, capable of multi-tasking; must be able to handle changing priorities and working against challenging deadlines in a fast-paced environment

Experience:

- A minimum of three years of experience in SAP ABAP programming with over five years of IT or consulting work experience



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- Experience with SAP Data Dictionary/Function Modules/BDC processing/User Exits/ABAP debugger
- Functional knowledge in the following areas is a plus: HR/PY/BN/FI/CO/FM/MM
- Public Sector experience is a plus

Education:

- Bachelor’s Degree in a computer science or technology-related field from an accredited institution or an equivalent combination of education and experience (required)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____	_____	_____
Employee	Date	
_____	_____	_____
Immediate Supervisor		Date
_____	_____	
Human Resources	Date	

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.