

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
BUSINESS SYSTEMS AIDE - 1027

DEFINITION:

Under immediate supervision, and in a training capacity, to perform the less complex enterprise business process technical and analytical duties in a functional area relating to the operation, maintenance, and enhancement of an integrated City-wide information management system; requirements for new developments, modifications, and enhancements to meet business requirements; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level class within the City's Business Systems Analyst class series. This class is distinguished from the Business System Analyst series in the level of complexity associated with enterprise business processes. Business Systems Aides are typically responsible for progressively more responsible and complex duties in order to gain the knowledge, skills, and abilities to support the integrated City-wide information management system and career advance to the journey-level Business Systems Analyst II class.

*** EXAMPLES OF DUTIES:**

- Works with departments to define the less complex scope and requirements for new developments, modifications, and enhancements to meet changing business requirements;
- Writes less complex functional specifications; makes less complex customer specific changes to SAP software;
- Assists with configuration of SAP modules, components, and sub-components;
- Conducts less difficult data analyses and troubleshooting of data that has been processed through the system;
- Analyzes test results to determine that system components are functioning to required specifications;
- Updates existing test scripts for SAP modules based on system change specifications;
- Assists professional business systems personnel and developers with unit testing by following test scripts and recording results;
- Interprets business requirements;
- Creates training materials and system reference guides for new system functions using SAP uPerform and other automated tools;
- Assists Business Systems Analysts with the establishment and management of project plans including tasks and estimated complete dates;
- Performs related work.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter units); **AND** four years subprofessional experience performing financial, payroll, or personnel business processes in an automated system, six months of which must be in the implementation or support of an automated Enterprise Resource Planning System.