

**MARYLAND GENERAL ASSEMBLY  
DEPARTMENT OF LEGISLATIVE SERVICES  
Office of Operations and Support Services  
Office of Information Systems**

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**RECRUITMENT NOTICE**

**Position:** SAP ANALYST/PROGRAMMER

**Salary:** Commensurate with experience.

**Principal Duties:**

- Application maintenance, administration, and support of our SAP ERP 6.0 EHP7 environment that consists of 1000 users who utilize the Human Resources, Finance, and Inventory modules.
- Develop and maintain technical documentation of processes, standards, and procedures for the administration and support of the Human Resources, Finance, and Inventory modules.
- Provide technical support for the SAP Functional team members (testing, research, diagnosis).
- Assist SAP Basis Systems Engineers by recognizing and escalating system support incidents.

**Desired Skills and Knowledge:**

- Strong systems analysis skills
- ABAP programming experience to produce reports and provide application maintenance.
- Knowledge of Adobe form design and form building inside of SAP.
- Creation and maintenance of technical documentation.
- Experience with Microsoft Office suite of tools, including Word, Excel, and Outlook.
- Good oral and written communication skills, initiative and assertiveness.
- Ability to interface well with the management and staff of IT and customer community.
- Training SAP users as needed.

**Qualifications:**

- Bachelor's degree in Computer Science or related field.
- 3+ Years of experience required.

**Areas of Opportunity:**

*Office is located in beautiful historic Annapolis downtown area; new and exciting projects; excellent working environment with opportunity to be involved in evaluation and implementation of new technologies. Employer sponsored training available.*

**Resumes that do not meet the requirements above will not be considered.**

**SEND RESUME AND LETTER OF INTEREST TO:**

Department of Legislative Services  
Human Resources Office  
90 State Circle, Room 311  
Annapolis, MD 21401-1991  
FAX 410-946-5140 or 301-970-5140  
e-mail:[jobs@mlis.state.md.us](mailto:jobs@mlis.state.md.us) Website:<http://dls.maryland.gov/>  
***Code #12/18W is (Required On All Resumes)***

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