

University of Nebraska Central Administration
Job Description

General Information

Working Job Title: SAP Security Analyst	Job Family: Information Technology	Job Family Zone: Specialist
Position Number:	Department Name: UN Computing Services Network	SAP Organization Unit Number:
Employee's Name:	Date of Last Update: 11/09/2015	Title of Supervisor: SAP Technical Director
SAP Personnel #:	Last Updated By: Scott Pyle	Name of Supervisor: Scott Pyle

Position Summary

This position will provide support for the SAP Security functions for the University campuses and State Colleges. Working closely and interacting with the SAP Security Coordinator, ASG team, SAP Technical team and customer support teams supporting SAP. As a key member of the Security Team, the Analyst will have the opportunity to learn many aspects of the business while providing end user support in all SAP production and non-production environments.

Duties & Responsibilities

Indicate % of time spent and indicate with an "*" the duties & responsibilities that are essential functions of this job. Arrange this list of duties in order of importance.	% of Time	Essential Functions
<p>SAP Security Analyst Responsible for supporting the SAP security and authorization environment. This includes support for all security roles, profiles, Portal groups and detailed knowledge of Profile Generator within the SAP systems.</p> <p>Assist in designing, documenting standards and procedures for SAP user administration, outlining security creation and maintenance.</p> <p>Provide support for the associated SAP environments for interfaces, workflow, ESS and other core SAP components.</p> <p>Assist the functional business leads to address their security needs within SAP.</p> <p>Assist with the appropriate SAP functional and technical teams to address audit and compliance requirements.</p>	30	*
<p>Process daily security requests University and State College wide. Review SAP security reports for daily function. Assist with review and distribute RBE reports</p> <p>Monitor and review for correct authorization in the lower environments (sandbox, development, quality, and training) including cleanup users, roles, groups, etc to maintain correct authorizations in the SAP environment.</p> <p>Assist with audit checks of users in the portal environment to make sure that groups were removed after the separation process has been completed.</p> <p>Assist with audit checks on security roles to makes sure that roles are correct and complete.</p>	65	*

Committed to support the overall SAP security goals of UNCSN and work to achieve customer satisfaction.	5	*
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Zone Definition Factors

Nature/Complexity of Work

With the implementation of the SAP product external deadlines are the most important factor. Not adhering to this could cause major restraints on the progress of the SAP project. Within SAP overall correctness may not be apparent for variant periods of time ranging from hours when the work is completed, to months upon complexity of the tasks.

Problem Solving/Decision-making

Understand the course of action to successfully complete a task or project. This also includes when and how to coordinate with clients, technical staff and the management team.

Strategic Impact

Errors in the work performed may result in the University systems being detrimentally impacted/disabled and potentially impacting several thousand on-line system end-users. Business decisions may be made on data that is incorrect, or provided in a way that is misleading, hard to understand or hard to obtain.

Know How

In addition to Minimum Qualifications this position requires time management skills and the ability to work with multiple priorities, excellent organization skills, and competence in working as a member of an enterprise team demonstrating exceptional research and analytical skills. Excellent interpersonal talents including verbal and written communications skills are required. Must have ability to deal with complex concepts and multi-faceted details. Must be a fast, self-starter with strong attention to detail skills. Ability to work in a diversified environment.

Technical Know How

Knowledge of the current SAP security business processes is desired. One must have the understanding, skills and abilities in SAP security roles and maintenance. An understanding of application and data security issues surrounding such an environment is preferred. Desired knowledge of the SAP security, and the tools used to support and distribute SAP security.

Interactions

Relationships with various entities both internal and external to the University are involved. The ability to establish credibility at all levels within the organization and build problem-solving partnerships with the multiple clients and colleagues is important.

Supervision

This position exercises no supervision over other staff and receives limited, in-direct Supervision* from SAP Team Lead and SAP Technical Director.

Minimum Qualifications

LEVEL OF EDUCATION, YEARS & TYPE OF EXPERIENCE:

- Bachelor’s degree in computer science, engineering, management information systems or a related field; equivalency may be considered.
- One to three years SAP R/3 security and SAP Portal Security desired and a minimum of two years of experience in security design, analysis, problem solving, system management and staff management principles.
- Desired knowledge of the tools used to support and distribute SAP security.
- Must have strong research and analysis skills for finding solutions to problems and entertain self-instruction and learning procedures.
- Knowledge of current business process and ability to work in an open, collaborative and diversified team environment.

Physical Requirements

1. **General Physical Requirements** Indicate the appropriate response for an eight hour day:

Circle the appropriate number of hours *Indicate intermittent or constant*
Intermittent Constant

Sit	0	1	2	3	4	5	6	7	8	x	
Stand	0	1	2	3	4	5	6	7	8	x	
Walk	0	1	2	3	4	5	6	7	8		
Drive Motor Vehicle	0	1	2	3	4	5	6	7	8		
Explain	_____										

2. THIS POSITION REQUIRES:

	Occasionally (less than 2 hrs daily)	Between 2 - 5 hrs daily	Over 5 hrs daily
Squatting	_____	_____	_____
Bending	_____	_____	_____
Kneeling	_____	_____	_____
Reaching	_____	_____	_____
➤ Overhead	x	_____	_____
➤ Forward	x	_____	_____
➤ Low	x	_____	_____
Twisting	_____	_____	_____
Crawling	_____	_____	_____
Climbing	_____	_____	_____
➤ Ladder	_____	_____	_____
➤ Stairs	x	_____	_____
➤ Other	_____	_____	_____
Walking on rough ground	_____	_____	_____
Exposure to changes of temperature/humidity	_____	_____	_____
Exposure to dust/fumes/gases/chemicals	_____	_____	_____
Being near moving machinery	_____	_____	_____
Working from heights	_____	_____	_____

3. THIS POSITION REQUIRES EMPLOYEE TO:

Indicate letter in appropriate Space:	LIFT=L	CARRY=C	PUSH=P	PULL-PL
	Less than 2 hrs daily	Up to 2 hrs daily	Between 2-5 hrs daily	Over 5 hrs daily
11 - 24 lbs	_____	_____	_____	_____
25 - 49 lbs	_____	_____	_____	_____
50 - 74 lbs	_____	_____	_____	_____
75 - 100 lbs	_____	_____	_____	_____
* Over 100 lbs	_____	_____	_____	_____
* If the position requires the employee to handle over 50 lbs - please explain				

4. POSITION REQUIRES USE OF HANDS OR SPECIAL TOOLS/EQUIPMENT FOR:

	RIGHT	LEFT	BOTH
Keyboarding	_____	_____	x
Filing	_____	_____	x
Other Explain: Use of a computer mouse.	_____		

Job Family Zone Questionnaire

In Each Section, please select one answer that best describes your job:

Knowledge Skills and Abilities:

_____ Requires the ability to understand and apply basic job skills, knowledge of several work routines and the ability to apply such routines with minimal interpretation. May possess knowledge of other, related work activities within own functional area. May require the operation of routine equipment/tools. [1]

 x Requires the ability to understand, interpret, apply and communicate information within a specialization and the ability to apply limited analysis in the completion of general functional procedures. May possess knowledge of work activities outside functional area. May require the operation of moderately complex equipment/tools. [2]

_____ Requires the ability to utilize advanced information within a specialization. Within specialization, possesses the ability to assess/ analyze situations and make adjustments to achieve desired objectives. Possesses knowledge of work activities outside functional area. May require the operation of complex equipment/tools. [3A]

_____ Requires the ability to apply, integrate and communicate extensive theoretical information within a recognized professional field. Facilitates and/ or establishes the achievement of functional area objectives. Requires knowledge of all related functional areas. May require the operation of highly complex equipment/tools. [3B]

_____ Integrates extensive theories and techniques within related or diverse disciplines to achieve results and/ or establish overall strategic directions. Requires wide-ranging administrative and/or specialized knowledge. May require the operation of highly complex equipment/tools. [4]

Problem Solving/Decision-making:

_____ Decisions/problem resolutions are repetitive and simple and typically guided by standard operating policies and procedures/practices exist. Tasks are clear and specific to a single discipline. [1]

_____ Decisions/problem resolutions require gathering/reviewing information from several sources. Simple analysis of facts determines course of action to be taken within the limits of standard operating policies and procedures/practices. Tasks are varied and may cross several disciplines. [2A]

 x Decisions/problem resolutions require interpretation, discretion and judgment based on precedent or standard operating policies and procedures. Tasks are diversified and may require some creativity in dealing with unprecedented activities. [2B]

_____ Decisions/problem resolutions require synthesis/analysis in the use of theories and accepted principles. Programs/projects are governed by broad objectives, policies and/or theories. Requires the use of creativity in dealing with unprecedented activities. [3]

_____ Decisions/problem resolutions require analysis and evaluation of major issues and courses of action impacting the overall direction of the functional area(s). Applies broad concepts and experience in making important decisions. May develop recommendations influencing long-term policies related to major organizational plans. [4]

Interactions:

_____ Regular contact involves receiving and/or referring inquiries as well as giving or obtaining routine information relating to work being done. Requires the use of common business courtesies. [1]

 x Regular contact that involves giving or obtaining information as well as occasionally exchanging advice and opinions. Requires the use of common business courtesy, tact, discretion and some persuasion to maintain cooperative associations. [2]

_____ Regular contact that involves exchanging advice and opinions as well as occasionally conveying conceptual ideas of a critical and/or long-range nature. Requires the use of judgment, timing, and persuasion to gain cooperation in the face of differences of opinion or controversy. [3]

_____ Regular contact with major Programs/Teams or individuals. Overriding job requirement involves conveying conceptual ideas regarding matters of critical and long-range nature. Significant requirement for diplomacy, timing, and persuasion to gain concurrence or cooperation on operational issues in the face of significant differences of opinion or controversy. [4]

Supervision Received:

_____ Supervised by procedures or by supervisor through periodic monitoring of progress and performance. May have latitude to determine sequence of own work tasks to meet clearly established schedules. [1]

_____ Supervision by procedures or by supervisor through periodic monitoring of progress and performance. Determines sequence of own work tasks to meet established objectives. [2A]

General direction by supervisor by checking on completed tasks. Establishes own work schedule to achieve program objectives. Makes recommendations to superior regarding efficient functioning of program. [2B]

_____ Responsible for conducting specialized assignments or developing programs under only general direction and guidance. [3]

_____ Extensive latitude to work independently in matters that have a broad effect on overall policies, programs and/or areas of specialization. [4]

Supervision Exercised:

May provide incidental guidance to others. [1]

Provides functional supervision that is usually limited to assigning/reviewing work or may serve as work team leader. [2A]

Serves as work team leader. Distributes, schedules, and monitors the progress or work tasks of the program or project. May be involved in the recommendation of personnel actions to manager. [2B]

Supervises the work of a project or program that may include hiring, discipline, transfers, promotions, or salary changes within a functional area. May integrate work of two or more programs or one major function/or project. [3]

Establishes performance standards for designated programs and/or areas of specialization. Directs staff to include hiring, discipline, transfers, promotions, and salary changes. [4]

Impact:

_____ Actions and decisions in this job are limited to the scope of the job, which primarily affect the immediate work group, but occasionally may extend beyond the immediate work group. Errors reflect unfavorably on the individual and may have an adverse impact on the functional area. [1]

_____ Actions and decisions in this job have an impact which affects the immediate work group and also extends beyond the immediate functional area. Errors reflect unfavorably on the individual and the functional area. [2]

Actions and decisions in this job have discernible impact to the short-term performance of the Program/Team and exerts some impact to its long-term success. Errors reflect unfavorably on the individual, the functional area, overall business operations and potentially other functional areas. [3A]

_____ Actions and decisions in this job have significant impact to the short-term performance of the Program/Team and exert an impact to its long-term success. The job exerts a considerable impact on decisions and final results typically affecting either an entire functional area or a major university activity; and may have unique accountability for financial and program or project objectives. Errors effect business operations, services and other individuals which may require special interventions to correct. [3B]

_____ Actions and decisions in this job exert broad and continuing impact on the future of one or more functional areas. The job exerts a major impact on decisions and final results affecting a major university activity; and/or has accountability for financial and program/project objectives and overall successes. Errors significantly interrupt business operations, services and potentially both internal and external constituents. [4]

Summary:	Zone Assignment=	
Authorization:	Name:	Date:
Human Resources		
Supervisor:		
Administrator:		