

PUniversity of Nebraska Central Administration
Job Description

General Information

Working Job Title: People Soft System Administrator	Job Family: IT	Job Family Zone: IT SPEC
Position Number:	Department Name: UNCSN	SAP Organization Unit Number: 50000333
Employee's Name:	Date of Last Update: 7/2015	Title of Supervisor: NeSIS Functional Director
SAP Personnel #:	Last Updated By: HR	Name of Supervisor: Cheri Polenske

Position Summary

This position, as part of a team, is responsible for technical support for maintenance, enhancements, system monitoring and performance tuning of the PeopleSoft Campus Solutions system and EMP Warehouse system.
This position is with the University of Nebraska Computing Services Network (UN CSN) located in Lincoln, Nebraska.

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>People Soft System Administration:</p> <ul style="list-style-type: none"> • Provide technical support and coordination in managing the installation, configuration, monitoring, tuning, and troubleshooting of the PeopleSoft / Campus Solutions technical environment on an ongoing basis, performing checks, daily security audit checks, and backups within the technical environment, scheduling and executing production components of Campus Solutions. • Applying version upgrades and maintenance to the People Soft systems. • Provide technical People Soft system support to the implementation staff. • Research, develop and provide technical assistance for People Soft components. • Sharing on call duties to include serving as initial contact for system issues. 	70	*
<p>People Soft System Support:</p> <p>On-going support for new People Soft components including, but not limited to EPM, PeopleSoft Portal, LDAP, UPK, and other PeopleSoft associated components. Assist with People Soft security and authorization environment.</p>	25	*
Committed to support the overall goals of UNCSN and work to achieve customer satisfaction through the application of total quality management principles.	5	

Zone Definition Factors

Nature/Complexity of Work

The work is very complex by the fact that it supports seven campuses in two production instances. Any decision or change can affect all campuses of NeSIS. Within Campus Solutions overall correctness may not be apparent for variant periods of time ranging from hours when the work is completed to months depending upon the complexity of the tasks.

Problem Solving/Decision-making

Problem solving is one of the most important skills. Frequently under various sorts of constraints and stress. If the system goes down or malfunctions, must be able to quickly and correctly diagnose what is wrong and how to fix it. Identify the course of action to successfully complete a task or project and anticipate or project the impact of one action on other dependencies in the system. 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 / state college systems being detrimentally impacted/ disabled and certainly impacting the NeSIS implementation project. Errors can cause critical updates to be missed in the NeSIS management process. 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 the ability to work with multiple priorities, excellent organization skills, and competence in working as a member of a team demonstrating exceptional analytical and interpersonal skills. Functional knowledge and experience in creating and troubleshooting technology services that necessitate the understanding of the complex interactions among applications, databases, server operating systems, internet/network protocols, and client configurations is essential. Excellent verbal and written communications skills are required. Must be a fast, self-starter with the ability to work independently.

Technical Know How

Must have a strong technical implementation background with either package or custom application systems. Work experience and knowledge of PeopleSoft Campus Solutions administration to include: general operating system installations, upgrades, patches, backups, performance and tuning, security for the operating system environment, and managing the hardware and peripheral devices associated with ERP systems and relational database concepts and principles is essential. Knowledge of PeopleSoft Portal and PeopleTools. Must have a strong grasp of system security roles.

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 others and receives direct supervision* from the team lead. {*This is based on level of proficiency and years of service.}

Minimum Qualifications

Education: Master Degree or its foreign equivalent in Engineering, Computer Science or MIS related field with three years of experience as detailed below. OR A Bachelor's degree or its foreign equivalent in Engineering, Computer Science or MIS related field and five years of progressive experience in PeopleSoft software configuration and development, will be considered equivalent to a Master's degree plus three years of required experience. Experience with PeopleSoft Campus Solutions, preferred.

Work experience to include:

- Technical implementation background with either package or custom application systems;
- PeopleSoft general operating system installations, upgrades, patches, backups, performance and tuning, security for the operating system environment, and managing the hardware and peripheral devices
- Relational database concepts and principles.
- Knowledge of PeopleSoft Portal and PeopleTools.
- Must have a strong grasp of system security roles.

- Candidates must be able to demonstrate analytical and organizational skills with strong critical thinking and problem solving abilities; to demonstrate skills in issue resolution, self-motivation, technical documentation, and proper planning.
- Knowledge and experience with administrative systems in a college or university environment is desired.

Physical Requirements

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

	Circle the appropriate number of hours								<i>Indicate intermittent or constant</i>		
	0	1	2	3	4	5	6	7	8	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	_____	X _____
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	X _____	_____	_____
Bending	X _____	_____	_____
Kneeling	X _____	_____	_____
Reaching	X _____	_____	_____
➤ Overhead	X _____	_____	_____
➤ Forward	X _____	_____	_____
➤ Low	X _____	_____	_____
Twisting	NA _____	_____	_____
Crawling	NA _____	_____	_____
Climbing	X _____	_____	_____
➤ Ladder	NA _____	_____	_____
➤ Stairs	X _____	_____	_____
➤ Other	NA _____	_____	_____
Walking on rough ground	NA _____	_____	_____
Exposure to changes of temperature/humidity	X _____	_____	_____
Exposure to dust/fumes/gases/chemicals	X _____	_____	_____
Being near moving machinery	NA _____	_____	_____
Working from heights	NA _____	_____	_____

3. **THIS POSITION REQUIRES EMPLOYEE TO:**

	Indicate letter in appropriate Space:			
	LIFT=L Less than 2 hrs daily	CARRY=C Up to 2 hrs daily	PUSH=P Between 2-5 hrs daily	PULL-PL Over 5 hrs daily
11 - 24 lbs	X _____	_____	_____	_____
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	_____	_____	_____
Other Explain:	Mouse – Right Hand _____		

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]

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]

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 courtesy. [1]

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: