University of Nebraska Central Administration
Job Description

General Information

Working Job Title: SAP Portal Programmer Analyst	Job Family: IT	Job Family Zone:
Position Number:	Department Name: UNCSN	SAP Organization Unit Number
Employee's Name:	Date of Last Update: 1/10/2016	Title of Supervisor: SAP Technical Director
SAP Personnel #:	Last Updated By: Scott Pyle	Name of Supervisor: Scott Pyle

Position Summary

This position is responsible for SAP web development and portal processing for the University of Nebraska and Nebraska State College campuses.   The position will develop and implement information technology solutions to meet client needs and system/software requirements, including: designing new, web solutions using web development tools such as SAP Fiori; modifying existing programs, interfaces using ABAP and ABAP WebDynpro, and providing technical support. This position will work closely with the ASG Team on web and portal development, SAP Technical and Basis teams.

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
Design, build and modify application programs and solutions, including web and SAP Portal development to meet client needs. Once implemented, maintain applications and monitor the SAP systems and solutions. Work in the SAP environment, scheduling and executing production and quality components of SAP. Provide technical R/3 development support and custom R/3 development assistance, including ABAP and ABAP WebDynpro, Fiori, SAP UI programming and data dictionary assistance.	45	*
Provide technical support for clients as needed and ensure customizations and modifications are developed to meet client needs and the system/software requirements and standards. Provide support and guidance on maintaining and following standards that apply to application development.	30	*
Provide support for software conversions/implementations with an emphasis on providing a stable user-friendly computing environment. Work with systems users, and internal staff to set priorities, schedule tasks, resolve problems, arrange training, and provide documentation and status reports as needed.	20	*
Committed to support the overall goals of UNCSN, exceed customer satisfaction and continue to grow personally and professionally by staying current with changes in technology. Work effectively and efficiently to achieve and maintain, grow technical knowledge, skills and abilities by reading technical manuals and attending training sessions and conferences.	5	

Nature/Complexity of Work

The position requires an individual that works with considerable independence, initiative, and exercises sound judgment in accomplishing professional IT functions and objectives. Complexity of work is high. Design and implementation of beginning to end solutions must fit into team and system architecture and requires a high level of communication and coordination. Currency of technical skills is vital in order to react quickly to changing SAP system needs. External deadlines are the most important factor when working through implementation of the SAP products. Not adhering to this could cause major restraints on the progress of the ASG Project. Within SAP 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

Position requires interpretation, discretion and judgment based on in-depth analysis of business processes and potential technical solutions at a high level as well as at the project level. Decisions often must be made quickly in order to meet aggressive customer demands. Must be able to exercise independent decisions and problem resolution to identify the course of action to successfully complete a task or project. This also includes when and how to coordinate with clients, and technical staff.

Strategic Impact

Errors reflect unfavorably on the individual, the functional area, overall business operations and other functional areas. In some instances errors in the work performed may result in university systems being detrimentally impacted and/ or disabled with a potential adverse impact to several thousand 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

Excellent organizational skills, ability to work under pressure and stringent timelines, make sound priority judgments, and have the initiative to work independently as well as in a team setting. Must have current knowledge on Financials, Procurement, Project Systems and Accounting Procedures. Effective written and oral communication skills and meticulous attention to detail and accuracy are essential. Strong analytical, problem solving and multi-tasking skills required. Must be committed to provide a high level of customer service to clients.

Technical Know How

Must have a strong technical implementation background with either package or custom application systems. Knowledge in 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 required. Required knowledge of SAP R/3 development tools including the ABAP Programming Language, ABAP objects and 4th generation object-oriented programming, SAP Data Dictionary components, SAP Exit and Enhancement tools, Portal structures, ABAP WebDynPro , ABAP Dialog Programming, SAP Menu Painter coding, SAP diagnostic tools, PC environment, NT Server and UNIX/AIX. Preferred knowledge of Personas, SAP Gateway, SAPUI5 and Fiori preferred.

Leadership

Team members are expected to be able to manage individual projects, including two-way communication with the rest of the team. Individuals are also occasionally asked to represent the interests of the team on department-wide projects and by attending departmental, campus, and/or system-wide meetings. Able to assume a role of authority as necessary; advocate new ideas, even when risk is involved; set an example for coworkers; delegate responsibility and empower associates to make decisions; provide constructive feedback to others. Able to convince others in both positive and negative circumstances; use tact when expressing ideas or opinions; present new ideas to authority figures; adapt presentations suit a particular audience; respond to objections tactfully.

Interactions

This position requires a significant amount of interaction with the ASG project team, SAP technical support and application management (Basis) team, and CSN Infrastructure teams.

Supervision

This position exercises no supervision over staff. This position receives indirect supervision* from the SAP Technical Director and SAP 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 as detailed below will be considered equivalent.

Progressive experience must include:
- Experience in application planning/design, software analysis/ development and system/ program management.
- Experience supporting SAP ABAP, ABAP WebDynpro, SAP Portal System.
- Experience with the following SAP components: SAP ERP R/3, ABAP, SAP Data Dictionary Objects and Structures.
- Working knowledge of Personas, SAP Gateway, SAPUI5 and Fiori, preferred.
- Knowledge in database concepts, HTML concepts, NT/Windows or Unix systems.
- Must demonstrate excellent verbal and written communications skills to expresses information (ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (example: technical use versus business use, sensitive or controversial information) in addition to making clear and convincing oral presentations. While working in an open, collaborative and diversified team environment.
- Certification in SAP, preferred

Physical Requirements

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

Indicate intermittent or constant

	Circle the appropriate number of hours	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 Explain	**0** 1 2 3 4 5 6 7 8		

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			
➤ Overhead	X		
➤ Forward	X		
➤ Low	X		
Twisting	X		
Crawling	NA		
Climbing			
➤ Ladder	NA		
➤ Stairs	X		
➤ Other	NA		
Walking on rough ground	NA		
Exposure to changes of temperature/humidity	NA		
Exposure to dust/fumes/gases/chemicals	NA		
Being near moving machinery	NA		
Working from heights	NA		

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	L,C,P,PL			
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: Use of a computer mouse			

5. This position requires attendance at the workplace (unless a telecommute contract is in effect).

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]

__x___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]

__X__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]

__x__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]

__x__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]

__x__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]

__x__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: Human Resources	Name:	Date:
Supervisor:		
Administrator:		