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University of Nebraska Central Administration
Job Description

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General Information

Working Job Title: SAP ABAP Programmer/Analyst	Job Family: IT	Job Family Zone: Specialist
Position Number:	Department Name: UNCSN	SAP Organization Unit Number:
Employee's Name: TBA	Date of Last Review: July 2015	Title of Supervisor: SAP Technical Director
SAP Personnel #:	Last Updated By:	Name of Supervisor: Scott Pyle

Position Summary

As a member of the SAP Technical Application team, this position is assigned work on the SAP infrastructure which includes the technical configuration of the system, performance management of the system, and operation of all core SAP components. The position is responsible for the development and implementation of information technology solutions to meet client needs and system/software requirements including designing new or modifying existing systems and providing technical support to the clientele. This team member works closely with the Administrative Systems Group, and the CSN Basis, Infrastructure, and Customer Support teams supporting SAP and will support both the Nebraska State College System (NSCS) and the University end-user communities.

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
Development and implementation of information technology solutions for the SAP system components, concentrating on new development, maintenance, enhancements for the SAP ERP R3 systems, including Materials Management/Accounts Payable (MM/AP), Fixed Asset (FA), Finance (FI/PS), Travel, HR, Payroll and other global components of SAP to include SAP Portal system, Business Objects Enterprise (BOE) and the Business Warehouse system to meet client needs.	55%	X
Provide technical support for clients as needed. Identify problems, determine possible alternatives anticipate the effect of contingencies, and implement the optimum solution. Design application systems to meet client needs and system and software requirements. Once implemented maintain/modify applications as needed.	20 %	X
Assist with 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%	X
Committed to support the overall goals of UNCSN and work to achieve customer satisfaction through the application of total quality management principles through maintaining a technical knowledge base 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 very 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 of the University environment 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.
- Must be a fast, self-starter with strong quantitative skills.

Technical Know How:
- Must have a strong technical implementation background with either package or custom application systems.
- Must have a keen understanding of 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, SAP WebDynPro and 4th generation object-oriented programming, SAP Data Dictionary components, SAP Exit and Enhancement tools, Portal structures, ABAP Dialog Programming, SAP Menu Painter coding, SAP diagnostic tools, PC environment, NT Server and UNIX/AIX.

Leadership

Full life cycle technical and project leadership of the deployment and support of high-availability, high-volume and enterprise-class environments. This position works across high-tech levels of

the organization with the skills necessary to maintain agility and to make critical decisions under pressure in a fast-paced environment.

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. 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**.**

This position receives indirect supervision from the SAP Technical Manager.

Minimum Qualifications

LEVEL OF EDUCATION, YEARS & TYPE OF EXPERIENCE:

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.

Work experience to include:
- Working knowledge of FI,CO, HR, and MM modules
- Experience supporting SAP R/3 ABAP including Object Oriented Programming and Data Dictionary Objects and Structures, HR ABAP, Sapscripts and smart forms, Dialog programming, Interfaces, BADIs/BAPIs, User exits/enhancements, BDCs, Workflow and WebDynpro.
- Experience with SAP database concepts, NT/Windows or Unix systems.
- Experience with planning, designing, and implementing new SAP ABAP and SAP WebDynPro, EDI/IDOC, and SAP Workflow projects.
- Experience with SAP multi-tier and high transaction use systems.
- Experience with monitoring system transactions and debugging program.
- 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.
- Certification in SAP ABAP, preferred.

Physical Requirements

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

	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	0 1 2 3 4 5 6 7 8		

Indicate intermittent or constant

Explain

2. **THIS POSITION REQUIRES:**	Occasionally (less than 2 hrs daily)	Between 2 - 5 hrs daily	Over 5 hrs daily
Squatting			
Bending	x		
Kneeling			
Reaching			

➢ Overhead	x		
➢ Forward	x		
➢ Low	x		
Twisting	x		
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	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			x

Other Explain: Operation of a computer mouse

5. THIS POSITION REQUIRES ATTENDANCE AT THE WORKPLACE

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]

X___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]

_____ 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]

X_____ 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]

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

Supervision Exercised:

X_____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]

X_____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=Specialist		
Authorization: Human Resources	Name:	Sheryl Gartner	Date: Feb. 9, 2011
Supervisor:			
Administrator:			