University of Nebraska System Office
Job Description

General Information

Working Job Title: SAP Business System HR-OM Analyst	Job Family IT	Job Code: 49303324
Position Number: 782	Department Name: NeBIS	SAP Organization Unit Number: 50002325
Employee's Name: VACANT	Date of Last Update: 1/25/2022	Title of Supervisor: NeBIS Lead Business Systems Analyst
SAP Personnel #:	Last Updated By: HR & NeBIS Lead Business Systems Analyst	Name of Supervisor: Gloria Brink

Position Summary

This position is part of the Nebraska Business Information System team (NeBIS) working with team members to support the Human Resources (HR) and Organizational Management (OM) enterprise system functionality. This is a hands-on position leveraging business experience and technology to identify improvements for ERP business efficiencies, while providing HR-OM business community users direction for quality, accurate, and integrated data to meet institutional and governmental compliance standards.

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
HR/OM Management • Review and analyze large volume of University and NSCS transactional master data for support of business guidelines, procedures and processing effectiveness, compatibility, and productivity. Evaluate the business needs and collaborate cross-functionality to identify and implement improvements and enhancements essential to drive process efficiencies and year-end activities. • Assist in carrying out operational elements to support campus/college constituents. • Collaborate with the team developers for functionality questions and issues in support of • business area activities. • Execute and facilitate evaluation, testing, issue resolution and translate/communicate • system enhancements and maintenance processes. • Partner with HR-OM Business process owners (compensation, recruitment, budget, etc.) to create functional and automated business solutions supporting project enhancements, design requirements and integrations.	65	
HR-OM Integration Support • Collaborates with the HR-OM business groups to support audit controls, communications and compliance with IRS, Department of Labor, Department of Revenue and DAS-Accounting, Internal and external vendor interfaces and disbursements • Human Resource/Organizational Management resource for operational integration with processes and initiatives; proposals, design support, validation, testing, annual maintenance, and upgrade • Anticipate system upgrades, maintenance requirements and provides input into the planning process as needed. Participates in key business enterprise initiatives for HR and OM. Provide input into planning and process for future enhancements and year end activities. Execute projects with the assistance of internal NeBIS team subject area experts	15	
Reporting and Knowledge Transfer: • Collaborate with end-users to analyze, design, construct resources to assist in ERP functionality and business operations • Cooperatively foster data solutions utilizing ERP report tools • Respond to NU and NSCS ad-hoc reporting requests • Enhance and educate system-users on updates and best practices through institutional relationships and mentoring	15	

• Assist in developing comprehensive procedures to ensure integrity of ERP HR and OM area		
Other duties as assigned: Perform other administrative or functional duties as assigned.	5	

Zone Definition Factors

Nature/Complexity of Work

The work is generally complex and multi-disciplinary in nature. The work requires proficient level familiarity of ERP design and application to business processes. The work requires knowledge, interpretation and use of governing policies and procedures. This position is responsible for management of specific technical changes within the HR/OM software suite and integrated third party modules.

Problem Solving/Decision-making

Success of the HR/OM Business System Analyst is dependent on the ability to identify an issue, evaluate solutions, and escalate or execute viable resolution. This includes when and how to coordinate and communicate with NU campus communities, NE State College Constituents, technical development staff, external collaborators, and the management team. Problems solving and decision making requires collaboration, professionalism and sensitivity as this job handles complex and potentially controversial issues and system functionality for a variety of business applications.

Strategic Impact

The subject areas manage high profile data. Issues and/or errors have the potential to impact internal and external constituents. Technical and business decisions are made using SAP system data and/or business processes impacting both the University of Nebraska and the Nebraska State College Systems. Errors in the work performed may result in one or more of the University and the State College systems and business processes being detrimentally impacted and/or disabled. Errors may also affect the quality of information relied upon for management decision making and for external reporting requirements.

Know How

This position requires knowledge of the business processes plus a general technical knowledge and implementation background with either pre-packaged or custom application systems. Requires the ability to facilitate decision making through consensus building skills, to work in both a system administration and in a detail hands-on capacity, to maintain a big picture view of the project vision and goals while performing detail analysis and configuration tasks, to work effectively with all levels of management, to demonstrate strong time management skills, multi-tasking capabilities and excellent communication and inter-personal skills. Must also be able to work in a diversified team environment across multiple campuses, utilize advanced business system configuration communication skills including but not limited to presentations, spreadsheets, word processing, and project management applications.

Technical Know How

This job requires knowledge of ERP (like SAP) system environments with particular emphasis on functional business technology and the presentation of information and actions to a variety of system users. Broad knowledge of large enterprise environments, and systems is essential. Solid understanding of the following SAP business modules: Finance, Payroll; HR, Org Management, and Benefits; Budget Control; Business Intelligence and other associated interfaces to SAP.

Interactions

Extensive interaction with the NeBIS ERP team and all levels of NU & NSCS business operations. External business and governmental agencies. Establishing and maintaining strong internal and external networks and collaborative relationships (including other organizations that use SAP) is expected in this position. The ability to work in diversified teams and guide and motivate project team members is necessary

Leadership

This position is expected to mentor as well as learn from internal and external constituents while upholding the goals and the NeBIS organization.

Nature of Supervision
Supervision Over:　☐ Reg Staff　☐ Temp Staff　☐ Students　☒ No Supervision

Supervision Received:　☐ Close　☒ Moderate　☐ Limited　☐ None

Qualifications & Attributes
Required Qualifications

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- Bachelor's degree
- Three years of experience includingdemonstrated HRIS experience and business experience in Human Resources.
- Proven experience in ERP business system transactions, troubleshooting and resolving issues with the
- business subject area.
- Proficient use of Microsoft Office (especially Excel) with demonstrated ability to compile data quickly
- and accurately (e.g. VLOOKUP, pivot tables).
- Demonstrated attention to detail and excellent verbal/written communication skills.

Preferred Qualifications
- Five (5) years of experience in ERP business system transactions, troubleshooting and resolving issues.
- Experience with SAP PA-OM (version ECC and S/4HANA)
- Business experience in Higher Ed or the Public Sector
- Proven experience of HR data management and creating custom ERP reports.

Equivalent combination of education, experience, that provides the required knowledge, skills, and abilities may be considered.

The ideal candidate is an agile, self-starter comfortable with collaboration and distributed resources/project teams; an energetic, creative problem solver; a resilient learner who is able to identify opportunities, drive consensus and obtain a resolution; the ability to responsibly work through competing priorities; stay up-to date on industry best practices and the capabilities of ERP business system modules; identify risks and issues, and mitigation plans; and commitment to the ideals of a major public research university.

Physical Requirements
General Information: Describe the work environment and physical demands (i.e. environmental elements, travel, irregular hours, hazardous/unpleasant working conditions, etc): This position spends a number of hours in front of a computer screen. May have occasional travel for conferences or meetings. Some system management work is required outside normal business hours.

Physical Requirements
Indicate the appropriate response for an eight hour day:

	Fill in the appropriate number of hours (0-8) Maximum is 8	Intermittent	Constant
Sit	6	☒	☐
Stand	1	☒	☐
Walk	1	☒	☐

Drive a Motor Vehicle (Explain):
> Occasionally to travel to meetings in state.

THIS JOB REQUIRES EMPLOYEE TO:	Occasionally (less then 2 hrs / day)	Between 2-4 hrs / day	Over 5 hrs / day
Squatting	☒	☐	☐
Bending	☒	☐	☐
Kneeling	☒	☐	☐
Reaching	☐	☐	☐
> Overhead	☒	☐	☐
> Forward	☒	☐	☐

> Low……………………………………………	☒	☐	☐
Twisting……………………………………..…	☒	☐	☐
Crawling…………………………………….…	☐	☐	☐
Climbing………………………………………	☐	☐	☐
> Ladder……………………………………....	☐	☐	☐
> Stairs………………………………………	☐	☐	☐
> Other……………………………………..	☐	☐	☐

THIS JOB REQUIRES EMPLOYEE TO:

Indicate in appropriate space: L = LIFT   C = CARRY   P = PUSH   PL = PULL

	Less than 2 hrs / day				Up to 2 hrs / day				Between 2-5 hrs / day				Over 5 hrs / day			
	L	**C**	**P**	**PL**	**L**	**C**	**P**	**PL**	**L**	**C**	**P**	**PL**	**L**	**C**	**P**	**PL**
11 – 24 lbs	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
25 – 49 lbs	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
50 – 74 lbs	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

If the job requires the employee to handle over 75 lbs – please explain.

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

	RIGHT	LEFT	BOTH
Keyboarding			
Filing			

Other Explain: Operation of a standard office and computer equipment.

THIS POSITION:
☒ REQUIRES ATTENDANCE AT THE WORKPLACE

or

☐ IS ELIGIBLE FOR ALTERNATIVE WORKSITE ARRANGEMENT

And is considered:

☐ ESSENTIAL (per inclement weather policy, essential employees are expected to report to and work at their assigned campus worksite)

or

☒ NON-ESSENTIAL (able to work from home when the office closes for inclement weather)

Job Family Zone Questionnaire
[To be completed in collaboration with HR]

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]

_____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]

__X__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]

__X__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:	Job Family Zone Assignment= IT Specialist- IT22	
Authorization:	Name:	Date: 1/26/2022
Human Resources	Sheryl Gartner	
Supervisor:	Gloria Brink	
Administrator:	Edwin Mukusha	