Job Description

General Information

Working Job Title:	Job Family	Job Code:
NeSIS Application Security Analyst	IT	49303314
Position Number:	Department Name:	SAP Organization Unit Number:
352	Information Technology Services	50000351
Employee's Name:	Date of Last Update:	Title of Supervisor:
T.B.A.	11/5/2021	AVP NeSIS (Interim)
SAP Personnel #:	Last Updated By:	Name of Supervisor:
T.B.A.		Andrea Childress

Position Summary

NeSIS Application Security Analyst is a member of a team that is responsible for gathering requirements, designing, building, documenting and testing security to support and maintain the student information system (currently PeopleSoft), EMS, Sunapsis and auxiliary applications.

This position develops and implements PeopleSoft Enterprise application information systems security plans/ procedures, performs security reviews and access audits, recommends security solutions, advises on application set-up, provides security education for end-users, and investigates/mitigates security violations as required. Monitor, analyze and ensure system performance, capacity, and uptime meet university service level agreements within a 24x7 operation.

This position will uphold the ITS core principles of outstanding collaboration and communication, a drive to succeed, a passion for higher learning, and acting with integrity.

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
SECURITY ADMINISTRATION: This position will be responsible for maintaining the NeSIS security and authorization environment with guidance and consultation from the NeSIS security administrators on each of the university campuses and colleges. Work requires installation of system maintenance and/or upgrades that must be performed at designated times outside of business hours on a regular basis. Work with Functional users and developers to obtain and implement user security requirements for PeopleSoft Campus Solutions, EDW, EMS, Sunapsis and other third party software; Design, document technical requirements, standards and procedures for NeSIS security administration and recommend best-practice application security solutions. It assists the NeSIS administrative team to complete the technical planning requirements, and then to carry out the technical system tasks to support the NeSIS project; Committed to support the overall goals of the Office of the President 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.	75%	*
COMPLIANCE MANAGEMENT: Ensure compliance with applicable government and University policies/ procedures related to overall IT security; Implement and maintain security objects between various instances, setting up delivered and custom row level security, and formulating as approval-based procedure to add, delete and modify users. Work with internal and external auditors to ensure that appropriate security configurations are in place; Serve as guide and consultant for security-related questions from users, analysts and managers. Support functional leads with duplicate resolution through the NDEID resolution process.	20%	*
Other Duties as Assigned Perform other administrative or functional duties as assigned.	5%	
The above list of job duties is not exclusive, and the incumbent will be required to undertake such tasks as may reasonably be expected within the scope and classification of the position.		

Nature/Complexity of Work

The NeSIS Application Security analyst is a vital team member contributing to day-to-day planning, development, implementation and on-going support of the PeopleSoft Campus Solutions, EMS and Sunapsis applications. The NeSIS Application Security analyst is responsible for application integration activities and other complex application security technical initiatives. This position also handles issues related to compliance, audits, and security breaches and policy/procedure violations. Supports 24x7 production operations and development efforts. A portion of this work requires responding remotely and/or during off hours.

Problem Solving/Decision-making

Strong analytical and organizational skills with strong critical thinking and problem-solving abilities are necessary. Act as an application security subject matter expert in the design, implementation, and management of multiple PeopleSoft applications and instances, as well as EMS and Sunapsis. In addition, this position provides the PeopleSoft application management team with development, integration, and consultation advice to facilitate the appropriate use of application security.

Strategic Impact

Actions and decisions in this job have discernible impact to the image of the NeSIS Systems Team. Errors reflect unfavorably on the individual, the functional area, the overall business operations of NSCS and the University of Nebraska. Assist leadership regarding PeopleSoft Campus Solutions application security processes and standards to application developers, operations and project managers. The NeSIS Security Application analyst has responsibility for security throughout the full life cycle of an implementation including requirements/analysis, design, configuration, testing, and production support.

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 an enterprise team demonstrating exceptional analytical and interpersonal skills. Demonstrated experience in creating and troubleshooting enterprise services that necessitated the understanding of the complex interactions among applications is essential. A keen understanding of application and data security issues surrounding such an environment is preferred. Excellent verbal and written (English) communications skills are required. Must have ability to deal with complex concepts and details. Must be a fast, self-starter with strong quantitative skills. Responsible for implementing and maintaining cybersecurity controls and complying with cybersecurity standards. Under the direction of and in partnership with the NU Security team, implement and maintain security strategies, policies, and standards to protect University assets. Responsible for actively researching and reviewing security practices to make recommendations based on institutional risk and operational impact. A portion of this work will be required during non-business hours or on weekends. Possession and use of a personal cell phone and plan for business purposes, including on-call responsibilities, is a condition of employment.

Technical Know How

Demonstrated proficiency in PeopleSoft Campus Solutions. Demonstrated experience in PeopleTools version 8.58 or higher, including Application Designer, Query, and Process Scheduler. Demonstrated responsibility for security throughout the full life cycle of an implementation including requirements/analysis, design, configuration, testing, and production support. Understanding of security needs surrounding relational databases, reporting, SQL and development as well as understanding analysis of log data is preferred.

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 multiple clients and colleagues is important.

Leadership

Share knowledge and expertise to mentor others when involved with cross training and knowledge transfer. Represents NeSIS at technical meetings. Participate in ITS meetings.

Nature of Supervision

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

Supervision Received: ☐ Close ☐ Moderate ☒ Limited ☐ None

Qualifications & Attributes
<u>Required Qualifications</u>

Bachelor's degree in Information Technology or related field
2 years experience that includes responsibility for security, including implementation, requirements/analysis, design, configuration, testing, or production support

<u>Preferred Qualifications</u>

PeopleSoft Campus Solutions experience
Understanding of security needs surrounding relational databases, reporting, SQL and development as well as understanding analysis of log data

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

The ideal candidate is an agile professional with strong interpersonal communication skills, flexibility and responsiveness; exhibits high ethical standards; proficient in managing time and competing priorities; responsive and committed to managing, and supporting staff; committed 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):

> Long hours of computer work may cause neck/back strain. Work outside normal business hours may be necessary. Travel to conferences may be necessary.

PHYSICAL REQUIREMENTS
Indicate the appropriate response for an eight hour day

	Fill in the appropriate number of hours (0-8) Maximum is 8	*Indicate intermittent or constant:* Intermittent	Constant
Sit	6	☒	☐
Stand	1	☒	☐
Walk	1	☒	☐

Drive a Motor Vehicle (Explain):

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** (request forms required)

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)

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/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:	Job Family Zone Assignment=	
Authorization:	Name:	Date:
Human Resources	Sheryl Gartner	
Supervisor:		
Administrator:		