University of Nebraska System Office
Job Description

General Information

Working Job Title: SAP Application Developer	Job Family Information Technology	Job Code: Programmer/ Analyst
Position Number: TBD	Department Name: NeBIS	SAP Organization Unit Number: 50000332
Employee's Name:	Date of Last Update: 9/26/2023	Title of Supervisor: Lead SAP Developer
SAP Personnel #:	Last Updated By: HR	Name of Supervisor: Tony Sullivan

Position Summary

The position is responsible for providing SAP application program development for the University of Nebraska and Nebraska State College and is part of the Nebraska Business Information System technical team. This position will provide primary support for SAP R3/HANA system implementing technical business solutions to meet SAP system/software requirements ensuring integration with other applications in use for the business purpose. Conduct research and maintain high level knowledge in systems software/hardware to ensure integrity and expectation for business support.

Classification and salary will be commensurate with Education and Experience.
The NeBIS office and their staff are located in Lincoln, NE.

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, develop, test, and modify application programs and solutions, including both front-end and back-end applications to meet business community needs across multiple functional business subject areas. Willingness to use and learn a variety of tools and languages to meet the business needs.	45	x
Maintain applications, monitor the SAP systems and solutions, test and troubleshoot all errors that occur. Provide support, plan, and coordinate software conversions/implementations emphasizing a stable user-friendly computing environment. Interact with systems users, and internal staff to set priorities, schedule tasks, resolve problems, arrange training, and provide documentation and status reports as needed.	30	x
Partner with NeBIS Functional Team and system users when needed. Provide support and ensure customization and modifications are developed to meet the business community needs, system/software requirements and standards. Provide support and guidance on maintaining and upgrading SAP systems, following standards that apply to application development. Ensure application processes are followed consistently and comply with applicable business policies and procedures	25	x

Nature/Complexity of Work

The position requires an individual to perform their work independently, utilizing technical tools and a focus on detail. Exercises judgment to accomplish technical functions and objectives. Business solutions must fit into team and system architecture and requires clear and concise communication and coordination with technical and business groups. .

Problem Solving/Decision-making

Position requires attention to detail, understanding the possible outcomes when programing and testing business solutions. To understand all the possible outcomes, it is imperative that one works with the business and team leads. Decisions often must be made quickly to meet aggressive timelines and customer expectations. With some guidance, must be able to exercise decisions and define a problem resolution while delivering a successful, uncompromised course of action to complete a task or project. This also includes when and how to coordinate with clients, and technical staff. 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. Projects are diversified and will require research, applicable training and analytical skills in dealing with unprecedented activities.

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. 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 SAP Project.

Know How

Demonstrated ability to operate effectively within a dynamic environment working collaboratively with others to achieve team goals. Must be detail oriented and proficient in task management, planning, and analytical problem solving; can quickly assess a technical scenarios and situations requiring business development needs and effective solutions. Requires the ability to work efficiently applying proficient communication and interpersonal skills with multiple levels of management and data consumers utilizing time management and multi-tasking skills. Adept at learning new technologies and functionality of new systems. Requires a general knowledge and awareness of business processes across functional areas (HR, benefits, finance, etc.)

Technical Know How

Knowledge in understanding general operating system installations, upgrades, patches, backups, performance and tuning, security for the operating system environment to accommodate troubleshooting, testing and debugging issues ensuring quality system integrity. Preferred knowledge but not limited to 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 Dialog Programming, SAP Menu Painter coding, SAP diagnostic tools, PC environment. Preferred knowledge of SAPUI5 and Fiori preferred.

Interactions

This position will require collaboration with the NeBIS functional, technical Basis and Application developers' teams and when required business end-users, functional groups and other individuals both inside and outside of the organization. Able to work in a diversified team environment.

Leadership

NeBIS team members are expected to be able to manage individual enhancements and projects, including exchanging communication within the NeBIS team. Individuals are also occasionally asked to represent the interests of the team on system-wide projects and by attending departmental, campus, and/or system-wide meetings. Advocate new ideas, even when risk is involved; set an example within the team. Able to present new ideas to functional team leads and administrative leadership; be adaptable and thoughtful when responding to objections with understanding.

Nature of Supervision
This position exercises no supervision over other staff. This position receives close to moderate supervision* from the Lead SAP Developer. {*This is based on level of proficiency and years of service.}

Qualifications & Attributes
Classification and salary will be commensurate with Education and Experience.

Required Qualifications
Two years of post-secondary education
Two years of experience to include:
- o Application planning/design, software analysis/development and system program management.
- o Knowledge in PC environment, database concepts and dimensional modeling.
- o Demonstrated experience supporting business systems

Must demonstrate proficient verbal and written communications skills to express information (ideas or facts) effectively, considering the audience and nature of the information (example: technical use versus business use, sensitive or controversial information) in addition to making clear and reliable oral presentations.

Preferred Qualifications
Bachelor's degree
Five years of experience
Educational coursework in computer science, MIS, Math, or Engineering
Experience supporting SAP ABAP, SAP Portal System
SAP Certification credentials
Preferred knowledge in 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 Dialog Programming, SAP Menu Painter coding, SAP diagnostic tools, PC environment, SAPUI5 and Fiori

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 oversight of distributed resources and/or project teams; an energetic, creative problem solver; a resilient learner who is able to develop relationships with the university's stakeholders; the ability to responsibly manage competing priorities; and commitment to the ideals of a major public research university.

Physical Requirements

General Information: The physical requirements and work conditions described here are representative of what an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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
		Indicate intermittent or 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	_____	_____	X _____
Filing	_____	_____	_____

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

THIS POSITION:
9 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

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

Summary:	Job Family Zone Assignment=		
Authorization:	Name:		Date:
Human Resources	Sheryl Gartner		09/26/2023
Supervisor:			
Administrator:			