<u>**University of Nebraska Central Administration**</u>
Position Description

General Information

Working Job Title: Digital Education SAP Business Intelligence (BI) Specialist _ 49303302	Job Family: Administrative & Information Technology	Job Family Zone: Specialist
Position Number: TBA	Department Name:	SAP Organization Unit Number: 500002325
Employee's Name:	Date of Last Update: 2/1/19	Title of Supervisor: Business Intelligence Lead
SAP Personnel #:	Last Updated By: HR	Name of Supervisor: Karen Kersten

Position Summary

The SAP Business Intelligence Specialist position will be responsible for maintaining the integrity of the SAP Business Warehouse (BW) while engaging in the development and support of the SAP Business Intelligence reporting systems. Working as part of the SAP Business Intelligence Team, this position will extend reporting efforts using the SAP BW Query Designer and reporting tools within the SAP Business Objects Suite. By harnessing the growing capabilities of the SAP BW system, will empower this position to innovate and explore new functionality including HANA and Design Studio/Lumira Designer.

This position will require analytical and technical expertise to interact with functional and technical teams, gather requirements and deliver versatile data models and reporting solutions. Responsible for the development, and technical documentation required for connecting SAP ERP (ECC) source data to SAP BW and modeling the data for consumption by report consumers. Development and support of Integrated Planning for budgeting applications and processes will be a responsibility of this position.

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
BI Content Data Development, Analysis, Collection and Reporting • Develop BI solutions/designs based on best practices, leveraging available toolsets. • Work with the business users to capture the business/functional requirements. • Leverage functional/business requirements to design and develop BW objects such as BW Data flow objects (e.g. Info objects, Data sources, Info packages, transformations, Data Transfer process, Info Providers, Process chains, etc.) and reporting objects (e.g. BEx Query Designer and Business Objects Reporting tools). • Lead prototype efforts in various BI tools for capability assessment and demonstrations. • Participate and contribute to development and management of projects as assigned. • Develop, enhance and support SAP BW Integrated Planning budget prep applications and annual processes. • Develop BW Queries supporting Business Objects data consumption. • Develop SAP Business Objects Design Studio/Lumira Designer web applications for employee portal integration. • Ensure solutions and data models are in compliance with policies and procedures.	50%	*
Operational Collaboration • Support ad-hoc reporting using Business Objects toolsets and provide assistance to university report writers as requested. • Work with university business experts and internal NeBIS staff on resolving production data problems and performance issues. • Work with NeBIS technical team on BI performance optimization improvements and security role maintenance.	30%	*

• Coordinate technical aspects of operations such as solving production problems, making enhancements to the existing functionality, research and recommend SAP Online Service System (OSS) notes for fixing bugs in applications. • Evaluate, test and validate system enhancements and maintenance processes for SAP BI systems and integration points.		
Strategic Planning and Engagement • Participate in development of ongoing BI landscape strategies. • Make recommendations for evolving university analytical/reporting solutions using existing or investigating future toolsets. • Partner with the NeBIS Change Management Team on user support, training and documentation efforts to ensure proper communication to all levels of the organization. • Contribute and support university initiatives and data governance as defined by the University's Chief Data Officer. • Actively seek to stay abreast of the SAP BI tools roadmap by attending webinars and researching online resources. • Other duties as assigned;	20%	*

Zone Definition Factors (Position Scope/ Hierarchy)

Nature/Complexity of Work (Describe the depth and breadth of the work)

The work is very complex and requires a high degree of technical competence. This position researches, develops, and provides technical assistance for any Business Intelligence aspect of all SAP components and modules.

Problem Solving/Decision-making (Describe what types of problems and decisions are made by this position or the type of independent decisions made)

Decisions require interpretation and independent judgment based on a sophisticated understanding of data collection and analytics. This position will be responsible for identifying the course of action to successfully complete a task or projects. Including, when and how to coordinate with clients, technical staff and the management team. Within SAP related systems, overall correctness data 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 data set. Projects are diversified and require creativity in dealing with unprecedented activities.

Strategic Impact (What is the impact of error or accountability held by this position)

Business decisions are made on SAP data or business processes. Errors in the work performed may result in the reliance upon incorrect or misleading reporting information by the University manager and decision makers. Regarding the implementation of SAP products, external deadlines are the most important factor. Not adhering to this could cause major restraints on the progress of an SAP project.

Know How (What are knowledge, skills and attributes needed to perform this job)

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, project planning, and analytical problem solving; can quickly assess a complex situation then develop and implement effective solutions. Requires the ability to work efficiently applying excellent 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 all business processes, with specific knowledge of budget processes.

Technical Know How (What technical knowledge and abilities are needed – hardware & software)

This position requires a strong technical implementation background specifically in SAP Business Warehouse and SAP Business Objects reporting tools; Proficient in day to day BW operations such as creating and maintaining BW Data flow objects, BW Process chains, reporting using BEX query design and Business Objects suite of reporting tools, and BW performance optimization; Experience with data extraction from SAP (standard and custom extractors) and non-SAP systems; Experience creating, maintaining, and troubleshooting SAP BW related ABAP transformations and routines; Proficient in developing reports in BI platform such as Business Objects suite of reporting tools; Researching and Implementing OSS Notes; Proficient in developing and executing test scenarios including regression testing, utilizing SAP related software testing tools where appropriate; Strong tracking, coordination and project planning skills; Experience with SAP BW on HANA preferred including data modeling composite providers and HANA Views with HANA Studio; Experience with Tableau would be helpful.

Interactions (Describe the nature and purpose of contact with others in this position)

This position will require extensive collaboration with the NeBIS business leads, NeBIS technical Basis and Applications teams and other individuals both inside and outside of the organization. Must be able to work in a diversified team environment.

Supervision {*This is based on level of proficiency and years of service.}

This position exercises indirect supervision over special project participants. This position receives guidance and supervision from the Business Intelligence Lead.

Minimum Qualifications – In addition to Know How listed above, qualified individuals must have a Bachelor's degree from an accredited institution, preferably in information systems, informatics, computer science, or related field and 3 years of experience working in data modeling. Data experience must include strong organizational and functional knowledge on integrated business components like financial management, human resources, procurement, travel, etc.

Preferred: 5 years of data analytics experience. Experience with SAP BW, Net Weaver 7.4 or higher. Familiarity with a higher education environment.

Desired: Experience querying and data retrieval from SAP business modules including FM, Project Systems, FICO, HCM, OM, MM, PY, and TM. Experience with SAP Business Objects suite of reporting tools.

An equivalent combination of education and experience from which comparable knowledge is acquired may be considered.

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	0 1 2 3 4 5 6 7 8		
Explain	_____		

2. **THIS POSITION REQUIRES:**

	Occasionally (less than 2 hrs daily)	Between 2 - 5 hrs daily	Over 5 hrs daily
Squatting			
Bending	x		
Kneeling	x		
Reaching			
➢ Overhead	x		
➢ Forward	x		
➢ Low	x		
Twisting			
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	x	Or both or one
Filing	x	x	Or both or one

Other Explain: Operation of standard office equipment

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]

___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]

___Provides functional supervision that is usually limited to assigning/reviewing work or may serve as work team leader. [2A]

___X__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= Specialist	
Authorization:	Name:	Date:
Human Resources	Sheryl Gartner	11/01/2018
Supervisor:		
Administrator:		