

**University of Nebraska Central Administration**  
**Job Description**

**General Information**

Working Job Title: Business Intelligence/ Analyst & Reporting Specialist (49243335)	Job Family: Admin –Business Operations	Job Family Zone: Specialist
Position Number: 263	Department Name: NeBIS	SAP Organization Unit : 2325
Employee’s Name: TBD	Date of Last Update: 06/14/2019	Title of Supervisor: NeBIS Business Intelligence Lead
SAP Personnel #:	Last Updated By:	Name of Supervisor: Karen Kersten

**Position Summary**

This position is part of the Nebraska Business Information System team (NeBIS) team and works with other business intelligence team members to support and maintain the SAP business intelligence landscape. Primary focus will be support and report development utilizing SAP Business Objects platform and tools and assisting with data acquisition and development of the SAP Business Warehouse. Activities will include technical integration configuration, business reporting, data development and analysis, system validation testing and user support. This position will work in partnership with other reporting and BI initiatives, including the Enterprise Data Services and the integrated data warehouse effort.

**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
<p><b>Define and Develop BI Content</b></p> <ul style="list-style-type: none"> <li>Responsible for the analysis, development, testing, quality, deployment, scheduled delivery and support of reports, BI charts, KPIs and dashboards to service business requirements.</li> <li>Provide on-going analytical and technical support; assist with the conversion of existing reports to the enterprise BI infrastructure toolset; build, manage, and maintain common components and semantic layer data connections to meet complex business requirements.</li> <li>Work with NeBIS team to support SAP business intelligence technologies for issue resolution and ongoing support of those tools.</li> <li>Provide design input for portal delivered BW reports especially as it relates to the user experience and assist with business objects report development as needed and/or requested by ad-hoc users.</li> <li>Work with functional business areas as needed for report creation and delivery to support business intelligence solutions</li> <li>Collaborate with other NeBIS developers and system administrators for data modeling, analysis/validation, and data acquisition activities.</li> </ul>	40	*
<p><b>Operational Support</b></p> <ul style="list-style-type: none"> <li>Support the annual budget preparation processes</li> <li>Responsible for the final production and compilation of annual Budget Book reports using SAP Crystal reports.</li> <li>Responsible for maintaining report scheduling and distribution lists within the SAP Business Objects system for delivered reports</li> <li>Serve as back-up to as needed to support BW data acquisition job schedules</li> <li>Facilitate user support and issues resolution for SAP BI supported solutions</li> <li>Conduct evaluations, tests and validations of system enhancements or maintenance processes with client operating systems, browsers, and other software</li> </ul>	40	*
<p><b>Strategy and Planning and Professional Development</b></p> <ul style="list-style-type: none"> <li>Partner with internal change management staff to assist with the communication to campuses and end users to promote adoption and knowledge of SAP business intelligence solutions and capabilities</li> <li>Work in partnership with Enterprise Data Services to provide technical support and integration with the integrated Data Warehouse initiative.</li> </ul>	20	*

<ul style="list-style-type: none"> <li>• Establish relationships and interact with university and state college representatives, peer colleagues, consultants and applicable product vendors</li> <li>• Attain advanced expertise in all supported SAP Business Intelligence tools</li> <li>• Recommend solution enhancements by staying up to date with new versions and tools through software roadmap webinars and other research efforts</li> <li>• Responsible for project planning and administrative tasks as needed for the SAP BI area (e.g. time and project tracking, team meetings, etc.)</li> </ul>		
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**Supervision**

This position exercises no supervision over other employees. This position receives moderate, yet indirect supervision\* from NeBIS Business Intelligence Lead. { \*This is based on level of proficiency and years of service. }

**Minimum Qualifications**

Required

- Bachelor degree
- Three years report development and data analysis/validation experience
- Experience in SAP Business Objects including Web Intelligence and Crystal Reports including distribution scheduling and publication functionality.

Preferred

- College coursework in data analytics, management information systems, or related field
- Experience with SAP Analysis for Microsoft Office
- Experience with SAP Business Objects using Bex/SAP BW datasources and knowledge of SAP ECC data from multiple functional areas (e.g. FI-CO, FM, PA, OM, MM, etc).
- Experience with SAP SAPUI5 or Lumira Designer development and data visualization
- Knowledge of data modeling/database design

Helpful

- Experience with SAP Business Objects Information Design Tool and CMC
- Experience with visualization tools (e.g. Tableau, Cognos, Power BI, etc.)
- Technical documentation and end-user support

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

**Zone Definition Factors**

**Nature/Complexity of Work**

The position requires advanced knowledge of business intelligence tools and related business processes in order to effectively analyze and validate data and reports. Ability to communicate and educate the user community on data usage and reporting tools as well as supporting business intelligence area systems and activities.

**Problem Solving/Decision-making**

Respond to business application system software installation and usage inquiries. This requires a good understanding of the underlying systems and development tools in order to identify and resolve issues in a timely manner.

**Strategic Impact**

This position does not influence strategic development; it is focused on the tactical application of system strategies. Errors reflect unfavorably on the individual, the functional area, potentially some business operations or other functional areas. Incorrect data usage and/or reports may result in misinformed decisions.

**Know How**

In addition to the minimum qualifications defined above, this position requires the ability to work with multiple priorities, excellent organization skills, and competence in working as a member of a team demonstrating exceptional analytical and interpersonal skills. Must demonstrate excellent verbal and written (English) communications skills to express 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. Must have ability to deal with complex concepts and details. Must be a fast, self-starter with strong quantitative skills and able to work independently.

## Technical Know How

Work will require in-depth knowledge of using SAP business intelligence tools; use creativity in designing, developing and facilitating reporting solutions, use analytical skills to make decisions on appropriate data usage and validation of data or reports in addition to user support and knowledge transfer.

Skills: business processes, written communication, project planning/management, report design, database design, facilitation, presentation design and delivery, attention to detail, multi-tasking, working w/ others and flexibility

Technical: E-mail, Microsoft Office (all programs), Adobe Acrobat, PC/Macintosh operating systems, SAP Business Objects and SAP BW.

As needed: Project management.

## Leadership

Team members are expected to be able to manage individual projects, including two-way communication with the rest of the team. Individuals are also occasionally asked to represent the interests of the team on university-wide projects by attending departmental, campus, and/or system-wide meetings. Able to advocate new ideas, even when risk is involved; set an example for coworkers; provide constructive feedback to others. Able to convince others in both positive and negative circumstances; use tact when expressing ideas or opinions; present new ideas to authority figures; adapt presentations suit a particular audience; respond to objections successfully.

## Interactions

Will work closely with multiple reporting communities on each campus to provide support and education, as well as NeBIS/ITS colleagues on maintaining related reporting systems; ability to interact clearly and promptly with customers is required on a frequent basis. The position will work closely with the IR office, providing support for the planned integrated data warehouse.

## Physical Requirements

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

	Circle the appropriate number of hours									<i>Indicate intermittent or constant</i>	
	0	1	2	3	4	5	6	7	8	Intermittent	Constant
Sit								7			X
Stand								7			
Walk		1								X	
Drive Motor Vehicle											
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 Less than 2 hrs daily	CARRY=C Up to 2 hrs daily	PUSH=P Between 2-5 hrs daily	PULL-PL 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			
Other Explain:	Use of routine 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]

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]

X 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]

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]

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/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]

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= AB Specialist	
Authorization:	Name:	Date:
Human Resources	Sheryl Gartner	06/14/2019
Supervisor:	Karen Kersten	06/14/2019
Administrator:		