

University of Nebraska Central Administration
Position Description

General Information

Working Job Title: PeopleSoft Security Specialist	Job Family: IT Information Technology	Job Family Zone: Specialist
Position Number: new	Department Name: CSN	SAP Organization Unit Number:
Employee's Name:	Date of Last Update: May 21, 2009	Title of Supervisor:
SAP Personnel #:	Last Updated By: SGartner	Name of Supervisor: Mark Snook

Position Summary

The security specialist, as part of a team, is responsible for gathering requirements, designing, building, and testing the PeopleSoft security to support and maintain the PeopleSoft applications. This position will develop and implement PeopleSoft Enterprise application information systems security plans and procedures, perform security reviews and access audits, recommend security solutions, advise on application set-up, provide security education for end-users, and investigate/mitigate security violations as required.

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>SECURITY ADMINISTRATION:</p> <ul style="list-style-type: none"> • Work with Functional Security Administrator to obtain and implement user security requirements for PeopleSoft Campus Solutions, Portal, Enterprise Performance Management, and other third party software; • Document technical security requirements from functional requirements and recommend best-practice application security solutions; • 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. 	60	*
<p>COMPLIANCE MANAGEMENT:</p> <ul style="list-style-type: none"> • Ensure compliance with applicable government and University policies/procedures related to overall IT security; • 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. 	30	*
<p>Other Duties as Assigned Perform other administrative or functional duties as assigned.</p>	10	*

Zone Definition Factors

Nature/Complexity of Work

The PeopleSoft Security Specialist is a vital team member contributing in day-to-day planning, development, implementation and on-going support of the PeopleSoft applications. The PeopleSoft Security Specialist will be 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.

Problem Solving/Decision-making

Act as a PeopleSoft application security subject matter expert in the design, implementation, and management of

multiple PeopleSoft applications and instances. In addition, this position will provide the PeopleSoft application management team with development, integration, and consultation advice to facilitate the appropriate use of PeopleSoft application security.

Strategic Impact

Assist leadership regarding PeopleSoft application security processes and standards to application developers, operations and project managers. The PeopleSoft Application Specialist will have 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.

Technical Know How

- Demonstrated proficiency in all components of PeopleSoft Security, including Roles, Permission Lists, User Profiles, Query Security, Process Security, and PeopleTools Security
- Demonstrated experience in PeopleTools version 8.4 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
- Experience configuring PeopleSoft Workflow to fulfill application security needs
- Experience integration PeopleSoft with LDAP, specifically SUN One Directory, for authentication
- Experience with Oracle database and SQL

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 the multiple clients and colleagues is important.

Supervision

This position exercises no supervision over other employees.

This position receives general in-direct supervision* from Application Development Team Lead.

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

Minimum Qualifications

Bachelor’s degree in Computer Science or Information Systems and 4 years of PeopleSoft Security administration experience highly desired. Must have previous work experience that includes responsibility for security throughout the full life-cycle of an implementation including requirements/analysis, design, configuration, testing, and production support. Experience configuring PeopleSoft Workflow to fulfill application security needs and experience integrating PeopleSoft with LDAP, specifically SUN One Directory, for authentication and experience with Oracle database and SQL, preferred.

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

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>		
									Intermittent	Constant	
Sit	0	1	2	3	4	5	6	7	8	_____	_____
Stand	0	1	2	3	4	5	6	7	8	x	_____
Walk	0	1	2	3	4	5	6	7	8	x	_____

Drive Motor 0 1 2 3 4 5 6 7 8 x

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	x		
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	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	x			
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			x

Other Explain: Operation of a computer mouse.

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]

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/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=	
Authorization:	Name:	Date:
Human Resources		
Supervisor:		
Administrator:		