**General Information**

<table>
<thead>
<tr>
<th>Working Job Title: Sr. Finance/Decision Support Data Analyst</th>
<th>Job Family: Administrative/ Business Operations</th>
<th>Job Family Zone: Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>49243300</td>
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<table>
<thead>
<tr>
<th>Position Number:</th>
<th>Department Name: VPBF</th>
<th>SAP Organization Unit Number:</th>
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<table>
<thead>
<tr>
<th>Employee’s Name:</th>
<th>Date of Last Update: 5-29-2015</th>
<th>Title of Supervisor: Assistant VP for Budget and Planning</th>
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<tr>
<th>SAP Personnel #:</th>
<th>Last Updated By: HR</th>
<th>Name of Supervisor: Chris Kabourek</th>
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**Position Summary**

This position is part of a business analytics initiative responsible for solving complex challenges and identifying new opportunities. Gathers, analyzes, organizes and documents relevant business and financial information. Prepares detailed reports and presentations for review by various levels of management. Consolidates a wide range of operating and financial projections for the development of short-term and long-term business plans.

**Duties & Responsibilities**

<table>
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<tr>
<th>% of Time</th>
<th>Essential Functions</th>
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<tr>
<td>75</td>
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**Business Analytics:**
- Query and mine large data sets, sometimes connecting data from disparate sources, to identify insights and patterns; apply both business and statistical knowledge to ensure accuracy of insights; summarize findings and play an active role in preparing analyses for University leadership
- Collaborate with the University’s business intelligence team on budget, financial, HR and other business analytics issues. Serve as the liaison between IT and business stakeholders on projects and document business processes and software requirements.

**Financial/Budget Support:**
- Assist with the University’s annual budget development;
- Coordinate development of annual and biennial budget reports;
- Work closely with University of Nebraska campus budget offices;
- Process budget transactions for the University System and with the State of Nebraska
- Other duties as assigned.

**Minimum Qualifications**

Bachelor’s degree in Business, Mathematics, Statistics, Engineering, Computer Science or a quantitative discipline and at least 5 years of data and/or analytical work experience demonstrating proven data-driven analytical skills, including experience querying and mining large data sets. Experience with Microsoft Office and advanced skills in MS Excel is required. Experience with SAP Business Objects is preferred.

Successful candidates will exhibit the following:
Accurate, detail oriented, analytical problem solving skills; Dependability, self-motivated, and able to manage multiple priorities and strict deadlines; Passionate about learning new technology and function as a collaborative team player with a high level of initiative and the ability to work with
minimal supervision; Excellent verbal and written communication skills, including the ability to engage a diverse group of stakeholders; Professional ethics with the ability to maintain the highest levels of integrity and confidentiality.

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

**Zone Definition Factors**

### Nature/Complexity of Work

The quantitative skills such as business, finance, economics, management information systems, mathematics can be difficult, but the systems available to track and report data are very helpful. In general, the work can be very complex and primarily depends on the analytical skills, and accounting abilities of the individual as well as the types of assignments they are assigned.

### Problem Solving/Decision-making

The employee determines the tools and approach to be used in developing analyses and uses judgment in determining the degree to which detail and information is needed to adequately respond to a request. The individual in the position uses their own discretion as to when and how to coordinate with other staff and the management teams.

### Strategic Impact

The impact of errors is far-reaching. Errors in financial analysis, cost accounting, business projections and reporting will adversely affect the Business and Finance office and its constituents. Management review is often obtained before information is released by this position, but the responsibility for error-free detail supporting analytical information rests on the employee.

### Know How

Thorough knowledge of accounting theories, practices, regulations, and financial concepts. Strong analytical, organizational, communication and interpersonal skills. Ability to manipulate large amounts of information for planning and/or analysis activities and communicating findings to users is essential. Must follow State and Federal Law, compliance with fiscal and budget reporting guidelines, Must have the ability to work in a diversified team environment.

### Technical Know How

Understand how the SAP and data warehouse systems work and be able to explain, verbally and in written form, to end users how figures are collected and analyzed. Proficient knowledge of Microsoft Excel, including the ability to use multiple worksheets, pivot tables, charts, and formulas is required. Working knowledge of the internet, e-mail, and other Microsoft Office products is required.

### Interactions

Employee will work extensively with members of Business and Finance and its affiliates. Frequent contact also required with representatives of agencies inside and outside the University.

### Supervision

This position exercises no supervision over others.

This position receives limited, in-direct supervision* from Assistant VP for Budget and Planning.

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

### Physical Requirements

#### 1. General Physical Requirements

Indicate the appropriate response for an eight hour day:

<table>
<thead>
<tr>
<th></th>
<th>Sit</th>
<th>Intermittent</th>
<th>Constant</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>0 1 2 3 4 5 6 7 8</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Stand</strong></td>
<td>0 1 2 3 4 5 6 7 8</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Walk</strong></td>
<td>0 1 2 3 4 5 6 7 8</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Drive Motor</strong></td>
<td>0 1 2 3 4 5 6 7 8</td>
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<tr>
<td><strong>Vehicle</strong></td>
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<tr>
<td><strong>Explain</strong></td>
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#### 2. THIS POSITION REQUIRES:

<table>
<thead>
<tr>
<th></th>
<th>Occasionally (less than 2 hrs daily)</th>
<th>Between 2 - 5 hrs daily</th>
<th>Over 5 hrs daily</th>
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<tbody>
<tr>
<td><strong>Squatting</strong></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bending</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Kneeling</strong></td>
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</table>
Reaching
- Overhead
- Forward
- Low
Twisting
Crawling
Climbing
- Ladder
- Stairs
- 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  
   Filing  
   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]

_____ 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]

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]

X____ 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]

X____ 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]

X____ 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]

____X____ 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]

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<tr>
<th>Summary:</th>
<th>Zone Assignment= Specialist</th>
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<tbody>
<tr>
<td>Authorization: Human Resources</td>
<td>Name: Sheryl Gartner</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Administrator:</td>
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