

## EXEMPT POSITION DESCRIPTION

**POSITION TITLE:** SAP Security Analyst

**GRADE:** 26

**ORGANIZATION (DEPT):** GIS (Enterprise Security)

**DATE:** November 2006

**REVISION DATE:** January 2008

**REPORTS TO (TITLE/S):** GIS SAP Security Manager

**DIRECT REPORT/S (TITLE/S):**

### **POSITION SUMMARY:**

The primary purpose of the SAP User Security Analyst position is to be responsible for the end-user security administration of all SAP instances, and for providing overall hands-on subject matter expertise on all necessary related support. Role design, creation, and user assignment using Profile Generator across the spectrum of our SAP enterprise is a core competency. SAP Security remediation for all corporate governance and Sarbanes-Oxley related projects and ongoing maintenance in these efforts. This position will also be responsible for working with the functional area IT team managers on corrections and validations of all R/3 system security definitions and implementations.

### **PRINCIPAL ACCOUNTABILITIES:**

- Participate in security development and configuration effort.
- Participate in role mapping as it relates to assigning transactions to roles and assigning end user security access specific to defined roles.
- Develop, document and distribute SAP security policies and procedures.
- Enforce compliance measures and policies to minimize security breaches.
- Assist in defining data protection requirements and implementing encryption technology for data within SAP.
- Proactively monitor SAP application access and act on potential security violations.
- Perform front-line support for troubleshooting across SAP landscape (i.e., user ID and access problems).
- Use job scheduling, monitoring and event alerting tools for systems support.
- Assist with user training and user acceptance testing when necessary.
- Provide support for all SAP user security administration activities while working with IT support teams including SAP developers and functional associates to ensure proper controls and segregation of duties.
- The solidification of formal, written policies and procedures for our SAP Security Team will be a key objective.
- Work with internal and external auditors to prepare SAP security reports and to provide information as requested.
- Use Serena's work flow process for authorization requests.

### **POSITION REQUIREMENTS/QUALIFICATIONS:**

- Bachelor's degree in Computer Science, Engineering, or related discipline; equivalent experience acceptable.
- 3 to 5 years SAP experience.
- 5 to 6 years of experience in IT, with a broad range of exposure to business planning, systems analysis, application development and information security.
- 2 to 3 years relevant business environment experience.
- Experience in data administration and security methods.
- Experience in SAP version 4.7 and above, SAP Portal, SAP BW authorization.
- Demonstrated communication skills, written and verbal.
- Knowledge of Microsoft desktop operating systems and Office Suite.
- Understanding segregation of duty concerns with respect to application security implementations.
- Working knowledge of SAP Central User Administration (CUA).
- VIRSA or Approval, CATT Scripts a plus.
- Strong working knowledge and design experience with BW, CRM, SRM, SCM/APO and EP.