Business Systems Security Specialist II

Position Details

Class Code: 1564
Job Family: Information Systems
Classification: Support Professional
Terms of Employment: Pay Grade 59 on the Support Professional Salary Schedule
FLSA STATUS: NON-EXEMPT

Position Summary

Under direction, creates, manages, and assigns Identity Management (IDM) and Application Security master records/roles for enterprise applications such as Enterprise Resource Planning (ERP), Student Information System (SIS), Business Intelligence (BI), Mainframe, and others. Ensures users' system and application access; remediates access issues using appropriate derived, composite, and simple roles, including structural authorizations, in conformance with application security control standards.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Creates, configures, and modifies the following:
   - Simple, composite, and derived security roles in System Application Program (SAP) software
   - Transaction code authorization objects and structural authorization profiles in SAP
   - User/calendar groups, tool/calendar rights in SIS software
   - User groups, universe/connection security, file folder attributes, SAP role associations in BI software

- Reference users and assignments
- Clark County School District (CCSD) SAP security protocols
2. Analyzes and solves user/department problems using security transactions.
3. Works with departmental functional staff to modify, test, and implement security changes required for system functionality.
4. Promotes authorization objects to organization-level assignments; incorporates into security roles.
5. Performs application traces to troubleshoot security errors; makes necessary corrections.
6. Runs mass changes for user master record attributes.
7. Conforms to safety standards, as prescribed.
8. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics

Involves most aspects of enterprise system security; including configuration, monitoring, and troubleshooting.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of the following enterprise software concepts:
   - Security user management, role assignments, and transactional reporting
   - Security standards, transport activities, and authorization concepts
   - Human Capital Management (HCM)-based position administration
   - Implementation and support of Central User Administration (CUA) landscapes
   - Authorization log analysis, transaction tracing, and application monitoring
   - Transaction authorization object maintenance/customization
2. Knowledge of IDM principles and practices as they relate to auto provisioning/de-provisioning user and group access, dependent upon position and organizational assignments.
3. Strong analytical skills and solve problems using logical methods.
4. Ability to work with application security and system experts, consultants, etc., to create and design groups/roles in conformance with CCSD business processes and the software's capability, design, and guidelines.
5. Ability to work in diverse teams to expediently resolve production issues.
6. Ability to coordinate resources necessary to accomplish tasks.

7. Ability to articulate clear, effective written and verbal communications.
8. Ability to follow formal operational processes/procedures to ensure system and application security.
9. Ability to utilize in-house or vendor-provided software systems to enter, track, and resolve security-related technical issues.
10. Ability to learn SAP security standards and concepts for Finance (FI), Sales and Distribution (SD), Material Management (MM), Warehouse Management (WM), Supply Chain Management (SCM), Supplier Self-Service (SUS), HCM, Payroll, Employee Self Service (ESS), BI, and Business Objects (BOBJ) systems/modules.
11. Ability to research issues in SAP service marketplace.
12. Ability to create SAP Online Support System (OSS) messages to address system and security issues.
13. Ability to schedule and verify periodic SAP batch jobs activities.
14. Ability to recognize and report hazards and apply safe work methods.
15. Possess physical and mental stamina commensurate with the responsibilities of the position.

Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Education Development (GED), foreign equivalency, etc.).
2. Two (2) years of college, including courses in Information Technology (IT), Management Information Systems (MIS), and Information Security (IS), or related fields; plus, four (4) years' progressively responsible experience related to enterprise-level systems security support and administration, including resolving security-related issues in a distributed environment where personal computers, data communications, Local Area Network (LAN)/Wide Area Network (WAN), clusters, applications, server systems, etc., were involved; or,
A total of six (6) years' experience as described above.
3. Experience managing identities, access control, and directory services utilizing any combination of technologies such as: Oracle Identity Management, Tivoli Identity Manager, Novell Identity Manager, single sign-on, role-based access control, Active Directory, Lightweight Directory Access Protocol (LDAP), federation, Security Assertion Markup Language 2.0 (SAML 2.0), etc.

Licenses and Certifications

None specified.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
2. College transcript(s) from an accredited college or university, if applicable.
3. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

CCSD Central Information Systems Department.

Work Environment

Strength

Sedentary/medium – exert force up to 20-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal screens, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Punch-down tool, computers, screwdrivers, link testers, cable wires, hand/power tools, batteries, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information
- Revised: 04/03/25
- Created: 12/01/87