**FLORIDA STATE COLLEGE AT JACKSONVILLE**
**JOB DESCRIPTION, 2018**

**SYSTEM ANALYST – PEOPLESOFT SECURITY**

**FLSA STATUS: EXEMPT – PAY GRADE: 25-P**

**JOB FAMILY: INFORMATION TECHNOLOGY      JOB FUNCTION: BUSINESS SERVICES**

## GENERAL STATEMENT OF JOB

The PeopleSoft Security Analyst is responsible for security design, implementation and maintenance of all aspects of PeopleSoft security for multiple PeopleSoft application environments, including Human Capital Management (HCM), Campus Solutions (CS), (Financial & Supply Chain Management) FSCM and Interaction Hub. This position will assist in automating repeatable tasks, PS query reports, audit controls, documentation, integrations and access maintenance of PeopleSoft. This includes but is not limited to process enhancements, development of appropriate security roles and permissions lists, row level definitions in support of business processes, and batch process development.

## CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Oversee and maintain the master definition of all functional security roles and permissions across key applications (FSCM, HCM, CS, and iHub). Protects against unauthorized access, modifications or destruction of the systems.

Maintain PeopleSoft security across multiple instances, as needed.

Identify, troubleshoot, test, and resolve PeopleSoft security related issues.

Create, maintain, and troubleshoot security related (and others as assigned) batch processes and integrations.

Create, troubleshoot, and perform tuning on complex SQL, and PL/SQL queries.

Consult with business users, development, project, and application support teams to design, develop and implement functional security access requirements and determine appropriate security restrictions in the systems to meet those requirements. Tracks compliance throughout the organization.

Think strategically, suggest process improvements and help in creating standardizations.

Responsible for keeping records of the activities (creating, modifying and deleting access) to ensure proper procedures have been followed.

Oversee semi-annual/annual Audit reviews.

Provide guidance and training on PeopleSoft security to end-users. Assist with development of security policies and standards.

Review reports to determine access is appropriate and properly documented.

Gain thorough understanding of processes and make suggestions for improvements, when

appropriate. Perform development tasks related to security and integration.

Participates in the analysis and documentation of accounting processes and procedures.

Conduct regular review of SYSAUDIT and DDDAUDIT.

Undertake additional duties or special projects on an ad hoc basis.

Prepare agendas and schedule/coordinate meetings.

## SUPERVISION RECEIVED:

Supervision is received from the Director of IT – Applications or assigned administrator.

## SUPERVISION EXERCISED:

Supervision may be exercised over assigned staff.

## MINIMUM QUALIFICATIONS:

Associate degree from an accredited college or university supplemented by five to seven (5-7) years experience in PeopleSoft application security design, configuration, and maintenance to include at least one (1) new implementation.

Two to three (2-3) years combined functional and technical experience in PeopleSoft Security for HCM, CS, FSCM, and Interaction Hub (Portal) versions 9.1 or higher.

## PREFERRED QUALIFICATIONS:

Bachelor's degree from an accredited college or university supplemented by two to three (2-3) years' experience with PeopleSoft Developer (App-Engine, PeopleCode, SQL-Developer, etc.)

Experience includes the use of PeopleSoft application security planning, design and configuration experience of which systems usage of User Profiles & Preferences, Static & Dynamic Roles, Functional and Primary Permission Lists, Query & Department Trees, Process Profiles, Row Level Security, and Definition Security.

Experience configuring and implementing Process Groups, Component Interfaces, Web Libraries, Web Services.

Familiarity with the latest versions of PeopleTools 8.5x.toolset including Application Engine, Application Messaging, Component Interface, Integration Broker, and PeopleCode.

Experience designing implementing a PeopleSoft application security model in a higher education environment.

Working knowledge of all aspects of the security audit process that includes federal and state audit requirements and responses.

Highly proficient with Microsoft Office (Access, Word, Excel, Outlook, PowerPoint, Visio, etc.).

Experience with Fluid User Interface.

## MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
## TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements**: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work.  Tasks may require extended periods of time at a keyboard or workstation.

**Data Conception**: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication**: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability**: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats.  Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence**: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude**: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude**: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude**: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination**: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity**: Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination**: May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament**: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication**: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

**Effective:**  12/2018