

# Business Systems Security Specialist

## Position Details

Class Code: 1540

Job Family: Information Systems

Classification: Support Professional

Terms of Employment: [Pay Grade 57 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under direction, creates, maintains, and assigns Systems Applications Products (SAP) derived composite and simple security roles, including structural authorization to positions and user master records, to maintain control standards and remediate security-related application issues.

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## Essential Duties and Responsibilities

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

1. Creates, configures, and modifies simple, composite, and derived security roles, transaction code authorization objects, and structural authorization profiles.
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. Creates, configures, and modifies reference users and assignments.
5. Promotes authorization objects to organization-level assignments; incorporates objects into security roles.
6. Performs application traces to troubleshoot security errors; makes necessary corrections.
7. Runs mass changes for user master record attributes.

8. Creates and modifies Clark County School District (CCSD) security procedures related to SAP.
  9. Conforms to safety standards, as prescribed.
  10. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves most aspects of SAP security, including configuration, monitoring, and troubleshooting.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of the following concepts as they relate to enterprise software:
  - Security user management, role assignments, and transactional reporting
  - Security standards, authorization, and transport activities
  - Human Capital Management (HCM)-based position administration
  - Implementation and support of Central User Administration (CUA) landscapes
  - Authorization log analysis, Transaction traces, and application monitoring
  - Transaction authorization object maintenance and customization
2. Strong analytical skills; ability to solve problems using logical methods.
3. Ability to work in diversified teams in expediently resolving production issues.
4. Ability to coordinate resources necessary for accomplishing given tasks.
5. Ability to articulate clear, effective written/verbal communications.
6. Ability to follow formal operational processes/procedures to ensure system and application security.
7. Ability to utilize in-house or vendor-provided software systems to enter, track, and resolve security-related technical issues.
8. 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-Services (SUS), HCM, Payroll, Employee Self Service (ESS), Business Intelligence (BI), and Business Objects (BOBJ) systems/modules.
9. Ability to research issues in SAP service marketplace.
10. Ability to create SAP Online Support System (OSS) messages to address system and security issues.
11. Ability to schedule and verify periodic SAP batch jobs activities.

12. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **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, management information systems, and information security or related fields; plus, two (2) 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, Four (4) years' experience as described above.

### **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

### **Preferred Qualifications**

None specified.

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## **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. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
  5. Safe driving record.
  6. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

CCSD Central Information Systems Department, schools, and other CCSD offices.

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## **Work Environment**

### **Strength**

Sedentary/medium – exert force of 25-50 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 (VDT) 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).

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## Examples of Equipment/Supplies Used to Perform Tasks

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

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### 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: 03/27/24
- Created: 02/25/09