

# APPLICATIONS SECURITY ANALYST

## NATURE OF WORK

This is advanced technical work responsible for all aspects of developing, testing, and implementing the administration and monitoring of security, user access, and authorization for complex software applications used in support of the Utility and/or the City's administrative and operational functions.

## CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and works under limited supervision. Work in this class is distinguished from higher classes by its lack of supervisory and managerial responsibility, and from lower classes by its emphasis on providing appropriate controls regarding sensitive and privacy data and transactions, and advanced technical and operational expertise and problem solving abilities.

## EXAMPLES OF WORK\*\*

### ESSENTIAL JOB FUNCTIONS

Work with Functional / Business units to understand processes and define system access requirements.

Develop and document security authorization and administration plans, policies and procedures for applications

Provide appropriate controls regarding sensitive and privacy data and transactions

Ensure compliance with all corporate and legal requirements.

Set up and administer user access, account creation, ID/role changes, log file review and auditing.

Role/Profile authorization development and administration.

Establish, remove or modify security for new users, separated employees, or resulting from position changes and develop related procedures.

Complete application security checklist on a daily basis.

Troubleshoot security issues, conduct research, and resolve problems.

Perform on-call security support.

Build menus and authorizations for users based on security and roles as appropriate and applicable to applications.

Ensure all end users have access to the functions and data necessary to perform their job function.

Produce security ad hoc reports as needed for public records requests, IT audits, Systems Administration, and others as required.

Document work order and access/authorization requests.

Develop application security checklist for new applications

Investigate security issues related to new modules, upgrades and service packages.

Test all aspects of system security as needed during service package installations, upgrades and application of new functionality.

Assist in configuration of the environments for testing, creation and maintenance of TEST IDs, processing defects in test environments and supporting change requests in production environments.

Interact with software vendors as needed to maintain security.

Responsible for complying with all established standards, rules, regulations, policies, procedures and guidelines of regulatory agencies, the City of Gainesville, and GRU.

Will be required to respond under emergency conditions.

Attends work on continuous and regular basis.

### **NON-ESSENTIAL JOB FUNCTIONS**

Assist in preparing technical specifications for Requests for Information and Requests for Proposal.

Assist in evaluating proposals and quotes. Perform other related duties as assigned.

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### **MINIMUM REQUIREMENTS**

Graduation from an accredited four (4) year college or university with major course work in business administration, computer science, mathematics, accounting or related field and one (1) year progressively responsible experience developing and maintaining computer systems security including account, password, role, profile and function authorization administration; or

Five (5) years of technical experience in the field of Information Technology and Data Processing including knowledge and experience of software implementation, administration and support across an enterprise; or

One (1) year of experience with SAP R3, BW, MI and XI security administration and concepts;  
or

any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities.

### **LICENSES/CERTIFICATES**

Must possess and maintain a valid State of Florida Drivers License.

**NOTES**

None.

**SELECTION FACTORS:**

Knowledge of principles, practices, methods, procedures and interfaces associated with utility and/or City functions and automated systems relating to customer service, utility billing, payment processing, and financial accounting.

Knowledge of the City's ordinances, policies, systems and procedures governing utility and/or City operations.

Knowledge of problem solving methods and techniques.

Ability to use word processing and spreadsheet applications.

Ability to think analytically, creatively and independently.

Ability to work effectively with technical, functional, and business colleagues.

Ability to keep records and prepare reports in a detailed fashion.

Knowledge of SAP Profile Generator, SAP user administration tools, SAP Trace tools, Org Chart modules and the SAP Authorization concept in general.

Knowledge of other application security systems and tools.

Ability to work effectively with co-workers, users and customers.

Ability to communicate effectively, both orally and in writing.

Human Resources Department: Signed original on file in Human Resources / \_\_\_\_\_

Date

\*\* This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job

REVISED: 3/8/2007