

| Identity and Access Management Associate Analyst                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                        |                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Code: 340030                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | FLSA Status: Exempt    | Mgt. Approval: P. Verhage Date: March 2022                                                                                                                                              |
| Department: 1007422 IS - Risk & Compliance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | HR Approval: N. Lazaro | Date: March 2022                                                                                                                                                                        |
| JOB SUMMARY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                        |                                                                                                                                                                                         |
| <p>The UW Health Identity and Access Management Associate Analyst is the guardian of staff identity and access and is responsible for safeguarding critical and confidential information belonging to UW Health or for which UW Health is the custodian.</p> <p>The Identity and Access Management Associate Analyst is responsible for account life cycle management and auditing as appropriate. The Identity and Access Management Associate Analyst participates in the development of workflows, system configuration, change documentation, optimization and support related to access, while working with application teams to deploy new applications and functionality.</p> <p>The Identity and Access Management Associate Analyst provides guidance on optimizing security build based on appropriate minimum necessary standards under the direction and support of a more senior member of the team. This position will be responsible for the on-going maintenance, testing, support and optimization of Identity Governance and Role Based Access Control (RBAC).</p> <p>The Identity and Access Management Associate Analyst works independently or under the guidance of more experienced team members. The Identity and Access Associate Management Analyst holds team level responsibilities and participates in continuous improvement activities.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                        |                                                                                                                                                                                         |
| MAJOR RESPONSIBILITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                        |                                                                                                                                                                                         |
| <ul style="list-style-type: none"> <li>Provides user account life cycle management, including creating, provisioning, securing, and inactivation of access.</li> <li>Participate in projects and production support operations focused on implementing Identity and Access Management (IAM) integrations and Role Based Access Control (RBAC) strategies and integrations.</li> <li>Collaborate in the design, implementation, and support of the IAM technologies.</li> <li>Participate in projects to ensure standard processes and procedures are implemented when rolling out new provisioning and role management points.</li> <li>Ensure all evidence of authorization is documented and archived according to internal standards.</li> <li>For systems and software applications in scope for IAM Team, reconcile discrepancies between access rights assigned and access rights required for users to perform job duties under the direction of a more senior team member.</li> <li>Troubleshoot security and workflow issues independently or in collaboration with other Information Systems teams and/or stakeholders, while adhering to internal service standards.</li> <li>Enforce organizational policies and procedures to ensure only authorized personnel have access to information in compliance with the Minimum Necessary Rules.</li> <li>Assist in the development and maintenance of detailed documentation on standard operating procedures, system configurations, and technical settings for internal team use, end user support, and other IS teams.</li> <li>Provide Microsoft O365 Shared Resource Management and Support (Distribution Lists, Shared Calendars, Shared Mailboxes, Mail Contacts, and Resource Calendars).</li> <li>Support the enrollment of Multifactor Authentication (MFA), Single Sign-on (SSO), Electronic Prescribing of Controlled Substances (EPCS), and Mobile Device Management (MDM).</li> <li>Assist in efficiency improvements by recommending process changes as well as developing solutions to automate and orchestrate repeatable tasks for IAM.</li> <li>Staffs a 24x7 on-call rotation 365 days a year to ensure ongoing operations and security for a facility that operates continuously to provide the best possible care to the patients we serve.</li> </ul> |                        |                                                                                                                                                                                         |
| ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                        |                                                                                                                                                                                         |
| JOB REQUIREMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                        |                                                                                                                                                                                         |
| Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Minimum                | Associate Degree in Healthcare, Information Technology, Business, or related field (2 years of relevant experience may be considered in lieu of degree in addition to experience below) |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Preferred              | Bachelor's degree in Healthcare, Information Technology, Business, or related field                                                                                                     |
| Work Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Minimum                | None                                                                                                                                                                                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Preferred              | 1 year relevant work experience<br>Software experience: Active Directory, Microsoft O365, ServiceNow or Identity and Access management applications                                     |

|                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                        |                                                                |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|--|--|
| Licenses & Certifications                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                  | Minimum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | None                                                                                                   |                                                                |  |  |
|                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                  | Preferred                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Systems Security Certified Practitioner (SSCP), Microsoft Outlook or Azure, or other IAM tools         |                                                                |  |  |
| Required Skills, Knowledge, and Abilities                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Emerging competency in the following areas:</b> <ul style="list-style-type: none"><li>• Communication</li><li>• Effective team member</li><li>• Critical thinking</li><li>• Applying lean management tools</li><li>• Applying agile methodologies</li><li>• Mentoring and teaching</li></ul> <b>Other Knowledge, Skills and Abilities</b> <ul style="list-style-type: none"><li>• Ability to analyze data and information with an awareness of regulatory requirements that impact the healthcare industry, as well as security frameworks and methodologies</li><li>• Attention to detail</li><li>• Basic problem-solving skills</li><li>• Ability to work comfortably under pressure and deliver on tight deadlines</li><li>• Ability to maintain the highest standards of confidentiality, integrity, and personal accountability when working with sensitive and restricted data, including Protected Health Information (PHI)</li><li>• Knowledge of Identity Governance and Role Based Access Control</li></ul> |                                                                                                        |                                                                |  |  |
|                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                        |                                                                |  |  |
| <b>PHYSICAL REQUIREMENTS</b>                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                        |                                                                |  |  |
| Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodation may be made available for individuals with disabilities to perform the essential functions of this position.</i> |                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                        |                                                                |  |  |
| Physical Demand Level                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                  | Occasional                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Frequent                                                                                               | Constant                                                       |  |  |
|                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                  | Up to 33% of the time                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 34%-66% of the time                                                                                    | 67%-100% of the time                                           |  |  |
| X                                                                                                                                                                                                                                       | <b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally, and other sedentary criteria are met. | Up to 10#                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Negligible                                                                                             | Negligible                                                     |  |  |
|                                                                                                                                                                                                                                         | <b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.                                                                                                                                          | Up to 20#                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls | Negligible or constant push/pull of items of negligible weight |  |  |
|                                                                                                                                                                                                                                         | <b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.                                                                                                                                                                                                                                                                                                   | 20-50#                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 10-25#                                                                                                 | Negligible-10#                                                 |  |  |
|                                                                                                                                                                                                                                         | <b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.                                                                                                                                                                                                                                                                                                   | 50-100#                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 25-50#                                                                                                 | 10-20#                                                         |  |  |
|                                                                                                                                                                                                                                         | <b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting                                                                                                                                                                                                                                                                                                                                                         | Over 100#                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Over 50#                                                                                               | Over 20#                                                       |  |  |

|                                                                                |                                                  |  |  |  |
|--------------------------------------------------------------------------------|--------------------------------------------------|--|--|--|
|                                                                                | and/or carrying objects weighing over 50 pounds. |  |  |  |
| List any other physical requirements or bona fide occupational qualifications: |                                                  |  |  |  |

**Work/Environmental:** Moderate noise level consistent with an office environment