

## **The Role of CONNECTIONS Security Coordinator**

As your Agency's CONNECTIONS Security Coordinator, you play an important role in facilitating your worker's role in facilitating your workers' use of the CONNECTIONS system in their casework.

Worker's access to, and ability to enter and update casework information depends on the proper assignment and maintenance of security permissions and functionalities. The assignment and maintenance of those permissions and functionalities is the job of the CONNECTIONS Security Coordinator.

The CONNECTIONS system uses a decentralized approach in which each agency controls the security assignments for its own staff. The Security Coordinator is the person responsible for managing an agency's security assignments. Each agency should have a designated Security Coordinator and backup Security Coordinator.

The roles and responsibilities of the Security Coordinator can be summarized as follows:

### **When New Staff Join the Agency**

- Ensure that staff are added to NT and CONNECTIONS.
- Move staff from Temporary (conversion) Unit to In-Assigned unit.
- Assign Business Functions to grant appropriate system access.
- Inform worker of her Business Function Profile (group of assigned Business Functions), what tasks it allows her to accomplish and her viewing and maintaining rights.

### **Maintain Security for Existing Agency Staff**

As worker responsibilities, staff makeup, and system functionality change, agency security will need to be modified to ensure that all workers have appropriate access to CONNECTIONS.

For existing workers:

- Assign additional Business Functions, as necessary.
- Remove Business Functions from a worker's Business Function Profile, as necessary.
- Create Out-Assignments.
- Change Unit Approvers

When workers transfer or move:

- A worker transferring within an agency needs to be transferred to the new unit and her Business Function Profile must be adjusted to reflect her new duties.

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- A worker moving to a new agency must be end-dated in the agency she is leaving by that agency's Security Coordinator. She can then be moved into the new unit by the Security Coordinator of the new agency and be assigned new Business Functions.

When workers leave CONNECTIONS:

- End-date staff in CONNECTIONS, **THEN**, the worker's Person ID is disabled or deleted through WEBSTAR.

When workers return to CONNECTIONS:

- Reinstate staff.

When a CONNECTIONS system Build includes new Business Functions:

- Reference the security update information for the Build.
- Determine who in the agency requires the new Business Functions.
- Assign new Business Functions to appropriate staff.
- Notify affected staff of the new Business Functions.

When Security Coordinator responsibilities need to be transferred:

- The old Security Coordinator must establish a new Security Coordinator.
- The new Security Coordinator must remove the old Security Coordinator.

### **Maintain Units**

- Create and consolidate Units.
- Change Unit Specializations, as needed.
- Delete Units, especially conversion and unused units.

The CONNECTIONS Security Step by Step Guide (located on the CONNECTIONS Intranet Website, Desk/Job Aids Page) steers Security Coordinators through all of the above referenced processes. In addition, CONNECTIONS Security Training is available. For training information or the Security Step-by-Step Guide, please visit the CONNECTIONS Intranet Website at <http://sdssnet5/ocfs/connect>.