

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Business Office

POSITION CONTROL NUMBER 10112.0	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change		County of Employment Franklin	
	USUAL WORKING TITLE OF POSITION Research & Analysis Manager	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 10102.0 Fiscal Officer 2		
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.			Page 1 of 2
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
CLASS TITLE Management Analyst Supervisor 1	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics	
	50	Serves as Research & Analysis Manager for General Services Division (GSD) Business Office: researches & analyzes rates, revenues, cost accounting structure & cash flows for all divisional funds utilizing Generally Accepted Accounting Principles (GAAP) & practices. Develops, implements & monitors policies & procedures relative to cost accounting & rate development; oversees administrative cost allocations to ensure proper accounting of division overhead; develops systems for proper cost accounting methods & supporting software applications to efficiently allocate & charge expenditures; develops systems to monitor & implement division budgets, compiles & analyzes data for GAAP & Statewide Cost Allocation Plan (SWCAP) reports; prepares payroll correction portions of SWCAP. Develops systems that facilitate payroll correction & reporting in budgeting, administrative allocations & payroll adjusting journal entries. Utilizes personal computer, advanced Excel spreadsheet functions (e.g., subtotal, filter, group, pivot tables, goal seek, customize, macros, formulas for text, logical & database functions) & advanced Access database functions (e.g., writing conditional macros, SQL for converted RQBE queries, MS Access element-based security) to develop business applications (e.g., payroll charges & billings) for Business Office; maintains other accounting database applications as needed; corrects deficiencies, maintains documentation; assists Business Office staff in use of Excel & Access. Supervises lower-level accounting staff.	Knowledge of (1) Generally Accepted Accounting Principles (GAAP); (2) financial statements; (3) business administration; (4) personnel management & supervision; (5) office management; (6) agency policies & procedures*; (7) organizational structure of division & agency*; (8) employee training & development; (9) payroll administration; (10) state payroll practices*; (11) budgeting; (12) cost accounting; (13) OBM Circular A-87*. Skill in (14) operation of personal computer & associated software (e.g., MS Word, Excel, Access); (15) using advanced Excel Spreadsheet functions (e.g., subtotals, filter, group, pivot table, goal seek, customize, macros, formulas for text, logical & database functions); (16) using advanced Access database functions (e.g., writing conditional macros SQL for converted RQBE queries, MS Access element-based security). Ability to (17) deal with variety of complex accounting, business & legal factors; (18) define & clarify business systems & problems, collect data, establish facts & draw valid conclusions; (19) use statistical analysis; (20) develop complex reports & position papers; (21) cooperate with co-workers on projects.	
CLASS NUMBER 63215	List Position Numbers and Class Titles of Positions Directly Supervised: 10138.0 Fiscal Specialist 1		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhove/ce</i>	
			DATE 3/1/06	

apd 3-2-06al

\*developed after employment

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10112.0

CLASS TITLE  
Management Analyst Supervisor 1

CLASS NUMBER  
63215

*add 3-2-06 al*

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Research & Analysis Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
10102.0 Fiscal Officer 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. - 5:00 p.m.

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20	Oversees payroll correction process to ensure that all payroll costs are properly accounted for in correct organizational codes. Provides data to Business Office Manager & other senior management staff to properly evaluate financial conditions for business units.	Knowledge of 1, 2, 3, 6*, 7*, 9, 10 Skill in 14, 15, 16 Ability to 17, 18, 19, 20, 21
20	Supervises maintenance of division Fundable Table of Organization (FTO) by incorporating payroll corrections & personnel actions. Evaluates current & proposed FTO settings from a budgetary standpoint & incorporates results of evaluations into recommendations for reformulating program unit business plans.	Knowledge of 1,2, 3, 6*, 7*, 9, 10, 13 Skill in 14,15, 16 Ability to 17,18, 19, 20, 21
10	Performs other administrative & financial duties (e.g., chairs or attends meetings; disseminates information; prepares correspondence; prepares or monitors operating reports or plans). Coordinates preparation & implementation of some or all parts of Internal Accounting Control Program.	Knowledge of 1, 2, 3, 6*, 7*, 9, 10 Skill in 14, 15, 16 Ability to 17, 18, 18, 19, 20, 21
This position is overtime exempt.		<p><u>Position Specific Minimum Qualifications</u> 24 mos. exp. or 24 mos. trg. using Generally Accepted Accounting Principles (GAAP); 12 mos. exp. or 12 mos. trg. using personal computer &amp; advanced Excel spreadsheet functions (e.g., subtotal, filter, group, pivot table, goal seek, customize, macros, formulas for text, logical &amp; database functions) 12 mos. exp. or 12 mos. trg. using advanced Access database functions (e.g., writing conditional macros, SQL for converted RQBE queries, MS Access element-based security).</p> <p>*developed after employment</p>

List Position Numbers and Class Titles of Positions Directly Supervised:  
10138.0 Fiscal Specialist I

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhoren/jc*

*3/1/06*