

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS102310

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
Office of Finance/Service Assurance Unit

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005428

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Business Operations Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit **14**
PR 33
Page 1 of 2

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|----|---|--|
| 50 | Works under general direction of the Department of Administrative Services (DAS), Administrative Support Division (ASD), Office of Finance, Service Assurance Unit in developing and preparing budget for assigned divisions: develop biennium budget requests, researches & analyzes expenditures to assist assigned divisions in preparing budgetary requirement projections, prepare annual budget allotments & General Revenue Fund (GRF) disbursement estimates; distributes budget reports to assigned division program areas; responds to inquiries regarding available budget resources; participates in confidential discussions with management concerning budget issues; works with supervisor to enact programmatic changes due to budget recommendations; prepares and justifies budget transfer requests as needed; identifies & analyzes potential budget problems and recommends solutions; utilizes Ohio Administrative Knowledge System (OAKS) financial module and COGNOS reports to monitor & balance budgets; prepares billing rate calculations & proposals for assigned divisions; analyzes actual revenue and expenditure data (including fixed and indirect costs) to project ending Statewide Cost Allocation Plan (SWCAP) fund balances for assigned rate pools; participates in developing allocation unit estimates, incorporates allocation unit data and budget allotments into calculations, prepares rate option package for supervisor & division management review/approval; identifies payroll coding errors & generates payroll journal entries for submission to DAS/ASD Budget Unit as necessary; prepares administrative cost allocations for assigned divisions & provides information to DAS Accounts Receivable Unit to generate ISTV billings. Prepares generally accepted accounting principles (GAAP); and statewide cost allocation plan (SWCAP) submission requirements for assigned divisions. | Knowledge of (1) business &/or public administration; (2) budget development; (3) accounting principles & practices; (4) applicable state & Federal laws, rules & regulations governing fiscal operations*; (5) business office functions (e.g., billing); (6) agency policies & procedures related to fiscal reporting*; (7) PeopleSoft web-based application (e.g., FIN); (8) PeopleSoft General Ledger Module; (9) GAAP; (10) SWCAP; (11) cost accounting; (12) agency policies & procedures*. Skill in (13) use of personal computer and associated software and hardware (e.g., MS Office, OAKS*); (14) advanced functions of MS Excel (e.g., if/then statements; linking worksheets; writing formulas, pivot tables); Ability to (15) deal with large number of fiscal variables & determine specific course of action; (16) apply accounting principles to solve practical everyday problems; (17) preserve & maintain accurate historical records for future analysis & audit tracking purposes; (18) work independently & within a group environment; (19) use proper research methods to gather & collate data (19) communicate verbally and in writing on technical and non-technical matters; (20) define problems, collect data, and draw valid conclusion; (21) process procurement requests and accurate fiscal reporting and (22) cooperate with co-workers on group projects. *Developed after employment. |

JOB TITLE
Budget Analyst 2

JOB CODE
63252
ADD 4-10-13 UAZ

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Handwritten Signature]

3/6/13

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS102310

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
Office of Finance/Service Assurance Unit

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005428

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Business Operations Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit 14
PR 33
Page 2 of 2

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|----|---|--|
| 40 | Performs a variety of procurement activities: assists programs with product and vendor searches and vendor quotations, reviews purchase requests for appropriate justification and approval. Ensures proper coding of encumbrance documents and enters purchase orders into OAKS. Uses assigned payment card to make small purchases and airline reservations for assigned programs, maintains payment card log. Develops & enters release & permit requests into State Procurement Release & Permit system, monitors purchase order error reports and makes corrections as necessary. Responsible for processing ISTV (Intra-State Transfer Voucher) invoices received by assigned divisions: obtains division approvals for payment, analyzes and breaks down costs by program/work unit, identifies applicable purchase orders and line numbers and assigns funding source to costs being paid, enters ISTV into the OAKS Financial Module; monitors ISTV billing activity of assigned divisions (e.g., ASD, HRD, OCB & EOD) to ensure invoices are accurate & billed timely to agency customers; and analyzes variances between actual revenue activity and revenue estimates. Collaborates with Office of Finance Accounts Receivable Unit to ensure appropriate coding of revenue receipts. | Knowledge of 1, 3, 4*, 5, 6*, 7, 8, 12* Skill in 13, 14 Ability to 15, 16, 17, 18, 19, 20, 21, 22. |
| 5 | Serves as assigned division (e.g., ASD, HRD, OCB & EOD) telephone coordinator: enters telephone service requests, researches contract information for mobile telecommunications and makes recommendations to divisions; | Knowledge of 1, 3, 4*, 5, 6*, 7, 8, 12* Skill in 13, 14 Ability to 15, 16, 17, 18, 19, 20, 21, 22. |
| 5 | Performs other administrative duties & special projects as assigned: (e.g., prepares special reports and analyses for management, or relating to inquiries from Office of Budget and Management, division managers, general public or press, reviews and completes out-of-state travel requests, provides financial disclosure statement fiscal support, etc.). Attends meetings. | Knowledge of 1, 3, 4*, 5, 6*, 7, 8, 12* Skill in 13, 14 Ability to 15, 16, 17, 18, 19, 20, 21, 22. |

*Developed after employment.

JOB TITLE
Budget Analyst 2

JOB CODE
63252
APD 4-10-13 us

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Handwritten Signature]

3/6/13