



<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services/ DAS101000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Finance	COUNTY OF EMPLOYMENT Franklin

<b>POSITION NUMBER</b> 20005428	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	<b>USUAL WORKING TITLE OF POSITION</b> Business Operations Analyst		<b>POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR</b> SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 PR 33 Page 2 of 2
	<b>NORMAL WORKING HOURS (Explain unusual or rotating shift):</b> 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

<b>JOB TITLE</b> Senior Budget Analyst	List Position Numbers & Job Titles of Positions Directly Supervised:	<b>SIGNATURE OF AGENCY REPRESENTATIVE</b> 	<b>DATE</b> 8/14/15
		<b>JOB CODE</b> 63262	

apd 8-14-15al