100-000R

POSITION DESCRIPTION

AGENCY/DEPT ID
DEPARTMENT OF ADMINISTRATIVE SERVICES – 100-000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
ADMNISTRATIVE SUPPORT	OFFICE OF FINANCE	Franklin

POSITION NUMBER 20005437 (1506.0)

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Asset Management/Special Projects Supervisor	20005435 (1500.0) Fiscal Officer 3

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 3

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

JOB TITLE: Management Analyst Supervisor 2

JOB CODE: 63216

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Serves as agency supervisor of Asset Management: under direction of the Audit Program Manager: analyzes agency operations and procedures to determine compliance with statewide asset management guidelines. Develops and implements policies and procedures on asset management to ensure the integrity and timeliness of financial reporting and an accurate physical inventory; identifies needed improvements and prepares written reports summarizing findings and recommendations; assists divisions in resolving problems and provides guidance related to procedural requirements or fixed assets internal control issues; researches deficiencies and related recommendations to ensure implementation of appropriate corrective action; assists in resolving employee grievances; assists in preparing hiring questionnaires, conducting interviews & making hiring recommendations; conducts and prepares performance evaluations. Position is overtime exempt.	Knowledge of (1) inventory management, fixed asset & depreciation accounting/cost accounting principles, practices and procedures: Federal OMB A-87 Cost Principles for State, Local and Indian Tribal Governments practices and procedures; *State of Ohio Financial reporting and Accounting Policies for Capital Assets and *State of Ohio Asset Management Policies and Procedures and *OAKS Asset Management Module; (2) *applicable state laws, regulations and guidance: Ohio Revised Code (ORC), Ohio Administrative Code (OAC), and DAS Directives; (3) Accounting, financial reporting, financial analysis methods and audit based procedures: Generally Accepted Accounting Principles (GAAP); OBM GAAP reporting requirements; OAKS: General Ledger (GL), Accounts Receivable Module, Accounts Payable Module, HCM Modules, COGNOS Reports, EPM Data Warehouse, GL reports; (4) employees training and development techniques; (5) supervisory principles and techniques. Skill in (6) operation of a personal computer, use of Microsoft Office software, calculator, printers and other office equipment. Ability to (7) define problems, use proper research methods in gathering and collecting data, interpret and apply a variety of technical materials in books, journals and manuals including ORC, OAC, A-87, Capital Asset *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20005442 College Intern	[signature]	3.11.09

100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
DEPARTMENT OF ADMINISTRATIVE SERVICES – 100-000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
ADMINISTRATIVE SUPPORT	OFFICE OF FINANCE	FRANKLIN

POSITION NUMBER 20005437 (1506.0)

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Asset Management/Special Projects Supervisor

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005435 (1500.0) Fiscal Officer 3

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: TO:

JOB TITLE: Management Analyst Supervisor 2

JOB CODE: 63216

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
		Policies, Asset Management Policies Procedures and OBM GAAP instructions and determine a course of action; (8) apply accounting and cost accounting principles to solve practice everyday problems, respond to sensitive inquiries, and respond to complex issues requiring application of analysis and statistical processes, methods and techniques with preparation, printing and preservation of meaningful and concise reports and position papers; (9) use of automated techniques, preserve and maintain accurate historical records for future analysis and audit tracking purposes in harmony with the State of Ohio Records preservation program; (10) interview job applicants, cooperate with coworkers and establish a professional atmosphere.
25	Provides support to the Internal Review\risk assessment and\or Financial Reporting functions in the review, compilation and submission of DAS filings with Federal (SWCAP), State (AMS, GAAP), and other reporting entities. Provides guidance to division agency staff by coordinating agency scheduled report submissions, conducts reviews of all work for completeness, accuracy, adherence to agency policies and procedures and responsiveness to management's requests. Assists in conducting training to division agency staff to provide financial reporting project\task guidance and instruction, and employee\skill development. Reviews Annual Inventory and Bi Annual Physical inventory certifications for completeness and accuracy.	Knowledge of 1, 2, 3, 4, 5. Skill in 6. Ability to 7, 8, 9, 10. *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:
20005442 College Intern

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 3·11·09

100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
DEPARTMENT OF ADMINISTRATIVE SERVICES – 100-000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
ADMINISTRATIVE SUPPORT	OFFICE OF FINANCE	FRANKLIN

POSITION NUMBER 20005437 (1506.0)

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Asset Management/Special Projects Supervisor

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005435 (1500.0) Fiscal Officer 3

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit

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

JOB TITLE: Management Analyst Supervisor 2

JOB CODE: 63216

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Design policies and procedures that reduce costs and maximize provision of agency services, ensure collection, assembly, verification of data used to satisfy Federal (SWCAP), State (FAMS, GAAP, ORC, OAC), and other rules and regulations in connection with the effective and efficient preparation of financial reports, such as the Agency's Statewide Indirect Cost Allocation Plan (SWCAP), GAAP Reporting Packages, AMS annual certification of inventory activities, etc. Establish and maintain asset management policies and procedures to manage the agency's asset life cycle (acquisitions, transfers, depreciation, maintenance, retirement, etc.), employee responsibility and accountability for assigned assets, and needed technology to track physical inventories through bar coding and other devices to ensure efficient physical inventory reconciliation process.	Knowledge of 1, 2, 3, 4, 5. Skill in 6. Ability to 7, 8, 9, 10.
15	Assists in providing professional accounting and technical assistance to agency and division staff by recommending policy or procedural changes. Assists in the development or collaborates with agency staff to resolve financial reporting problems of common interest. Design cost management and business analytics to assess and mitigate challenges in order to swiftly respond to regulatory changes.	Knowledge of 1, 2, 3, 4, 5. Skill in 6. Ability to 7, 8, 9, 10.
10	Provides support to Financial Reporting function in the analysis of financial data to provide indicators of past and future operating performance and a basis for benchmarking and trend analysis; prepares ad hoc and project based reports. Develop necessary analytics to produce quantifiable data on service program performance metrics. Responds to inquiries from divisions and the general public regarding areas of responsibility to improve information management and build business relationships. Performs other administrative duties as assigned.	Knowledge of 1, 2, 3, 4, 5. Skill in 6. Ability to 7, 8, 9, 10. **Position Specific Minimum Qualifications:** 2 yrs. exp. in OMB A87 Cost Principles (e.g., SWCAP). 24 mths. exp. in financial analysis methods, practices & procedures, and financial reporting. *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:
20005442 College Intern

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 3-11-09