POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
100-000R

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
ADMINISTRATIVE SUPPORT	Office of Finance	FRANKLIN

POSITION NUMBER
20005451 (2103.0)

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Management Analyst Supervisor	20074520 Fiscal Officer 3

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30 a.m. TO: 4:30 p.m.

JOB TITLE
Management Analyst Supervisor 1

JOB CODE
63215

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Serves as agency manager for budget activity for assigned divisions within the agency (i.e., develops & implements budget-related policies & procedures; budget development, management, & transfer requirements; cost allocation & rate development; agency personnel cost projections): utilizes Ohio Administrative Knowledge System (OAKS) (e.g., OAKS running on PeopleSoft FIN application) General Ledger Module to assist divisional business managers, unit managers, bureau chiefs & Office of Finance staff in developing budget requests for new & existing program initiatives (e.g., forecasts revenues & expenditures, develops budget submission requirements & reviews division submissions, designs budget formats, reviews & edits budget narratives, writes budget language); analyzes variances between projected & actual revenues & expenditures; operates personal computer using OAKS Budget Planning Module (BPM) & intermediate to advanced functions of MS Word & Excel to analyze budget requests & spending history, write budget-related letters, memos, & reports.	Knowledge of (1) PeopleSoft web-based application (e.g., FIN); (2) PeopleSoft General Ledger Module; (3) business or public administration; (4) budget development & management; (5) generally accepted accounting principles (GAAP); (6) cost accounting; (7) agency policies & procedures*; (8) government structure & process*; (9) state payroll system, OAKS BPM & Fundable Table of Organization*. Skill in (10) operation of personal computer using MS Word & Excel (e.g., complex formulas, formatting, graphing, data sorting & subtotaling, logical statements, tables). Ability to (11) deal with large number of fiscal & budgetary variables & determine specific course of action; (12) gather, collate, & analyze data; (13) prepare meaningful, concise, accurate, complex reports; (14) calculate fractions, decimals & percentages & deal with non-verbal symbols in formulas, equations, or graphs; (15) cooperate with co-workers on projects.
35	Develops &/or reviews proposed billing rates to recover costs of division programs: projects program allocation units & operating gains & losses; uses projections to develop or review billing rates; monitors & analyzes revenue & expenditure activity of assigned divisions; reviews & approves administrative cost allocations for assigned divisions; adjusts budget allotments & recommends changes in billing rates based upon analysis; writes periodic reports.	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8*, 9* Skill in 10. Ability to 11, 12, 13, 14, 15. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	1·23·09

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
100-000R

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
ADMINISTRATIVE SUPPORT	Office of Finance	FRANKLIN

POSITION NUMBER 20005451 (2103.0)

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Management Analyst Supervisor	20074520 Fiscal Officer 3

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30 a.m. TO: 4:30 p.m.

JOB TITLE Management Analyst Supervisor 1

JOB CODE 63215

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Reviews controlling board requests, personal service contracts, & requests for new positions for compliance with state, agency, & section policies & procedures; provides coordination between Office of Finance & division business offices regarding budget-related issues (e.g., controlling board request & personal service contract revisions, position description/personnel authorizations & payroll coding issues, updates of accounting structure required to implement new program structure).	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8*, 9*, (16) PeopleSoft HCM Module. Skill in 10. Ability to 11, 12, 13, 14, 15.
5	Performs other related duties as requested: researches budget issues; participates in confidential discussions with Office of Finance management & division business managers concerning budget issues (e.g., program reorganizations, reductions in force, affect on public or other agencies); prepares specific analyses & reports relating to inquiries from Office of Budget & Management, agency senior management & general public or press.	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8*, 9*, 16, (17) OBM out-of-state travel policy. Skill in 9. Ability to 10, 11, 12, 13, 14.
		Position Specific Minimum Qualifications 12 mths. exp. using the PeopleSoft General Ledger Module 24 mths. exp. using PeopleSoft web-based application (e.g., HCM, FIN) 36 mths. exp. developing and reviewing budget requests.
	This position is overtime exempt.	

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	1·23·09

APD 1-26-09