

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION OFFICE OF INFORMATION TECHNOLOGY	UNIT OR OFFICE Ohio Shared Solutions Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 2005453  JOB CODE TITLE College Intern  JOB CODE APD 18-3-14 UAS 99940	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Business Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt  If FLSA Exempt, exemption type:	Bargaining Unit 22 PR N/A Page 1 of 1
	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
90	On behalf of the Department of Administrative Services (DAS), Deputy Director for the Ohio Shared Solutions (OSS) Office, the position will serve as the Business Analyst role on the Ohio Business Intelligence Project. Will be responsible for providing functional support to the management team; and working with the client to understand and design the requirements for the state's reporting needs. Responsibilities include requirements gathering, requirements tracking, functional design work and business process design.	<b>Knowledge of</b> (1) *agency policies/procedures; (2) general business and functional requirements; (3) business administration; (4) human relations. <b>Skill in</b> (5) operation of a personal computer & peripherals; (6) hardware & software installation. <b>Ability to</b> (7) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (8) interpret extensive variety of technical material in books, journals & manuals; (9) apply principles to solve practical, everyday problems; (10) handle inquiries from & contacts with officials & general public; (11) get along well in a team environment; (12) follow both written and verbal instructions.
10	Will assist the office management team and co-workers with day-to-day work assignments as requested.  Position is unclassified per Section 124.11(A29) of Ohio Revised Code.	<b>Knowledge of</b> *1-4. <b>Skill in</b> 5-6. <b>Ability to</b> 7-12.  *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Doreen Melzer</i>	DATE 10/22/14
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