POSITION DESCRIPTION

		AGENCY/DEPT ID Department of Administrative Services/ DAS101000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Business Management	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005502

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Business Operations Analyst	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 TITLE Budget Analyst 2

JOB CODE 63252

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, Business Management unit in developing and preparing budget for General Services Division (GSD): develops biennium budget requests, researches & analyzes expenditures to assist in preparing budgetary requirement projections, annual budget allotments & General Revenue Fund (GRF) disbursement estimates; distributes budget reports to 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 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 & provides information to DAS Accounts Receivable (A/R) unit to generate ISTV billings. Prepares Generally Accepted Accounting Principles (GAAP) and SWCAP submission requirements.	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 & associated hardware/software (e.g., MS Office Suite, OAKS*) & Internet; (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 group environment; (19) use proper research methods to gather & collate data; (20) communicate verbally & in writing on technical & non-technical matters; (21) define problems, collect data, & draw valid conclusion; (22) process procurement requests & provide accurate fiscal reporting; (23) cooperate with co-workers on group projects. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		1/22/15

apd 1-22-15

POSITION DESCRIPTION

AGENCY/DEPT ID		
Department of Administrative Services/ DAS101000		
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Business Management	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005502

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Business Operations Analyst	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 TITLE Budget Analyst 2

JOB CODE 63252

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., GSD) to ensure invoices are accurate & billed timely to agency customers; and analyzes variances between actual revenue activity and revenue estimates. Collaborates with DAS A/R 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, 23
5	Serves as assigned division (e.g., GSD) telephone coordinator backup: enters telephone service requests, researches contract information for mobile telecommunications and makes recommendations to divisions, as needed.	Knowledge of 1, 3, 4*, 5, 6*, 7, 8, 12* Skill in 13, 14 Ability to 15, 16, 17, 18, 19, 20, 21, 22, 23
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). 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, 23

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		1/22/15

ad 1-22-15