

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105270
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Business Operations	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005510	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION OAKS CI Project Analyst		POSITION NO. & TITLE OF IMMEDIATE SUPERVISOR 20005523 Senior Business Transformation Analyst	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00a.m. TO: 5:00p.m. Report in location & work hours subject to change.			

JOB DESCRIPTION & WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Serves as project analyst to manage & facilitate deployment of Ohio Administrative Knowledge System Capital Improvements module (OAKS CI) to agencies/institutions & to develop & implement system utilization policies & procedures: demonstrates expert knowledge on uses of OAKS CI by agencies & institutions; evaluates & identifies leading practices; assists work groups in adopting OAKS CI & executing business transformation; coaches end users in OAKS CI business processes; develops & implements policies & procedures related to system utilization by customer agencies/institutions; assists users in accessing data & developing reports; gathers & analyzes information from stakeholders, business owners, customers & management for implementation of information technology solutions; assists OAKS CI projects with resolution of production support issues as they relate to Skire Unifier; identifies, documents & analyzes business requirements; creates information technology process flows & flowcharts; analyzes, reviews & recommends possible solutions to identified business problems through development & implementation of technical solutions, policies & procedures, reports or process improvements; provides & assists with managing risks & changes related to business transformation projects & procedures; assists in developing project task plans, leading meetings & other related tasks to coordinate activities for collection of requirements (e.g., data, documents, information).	Knowledge of (1) public relations; (2) state of Ohio business, capital improvement & procurement processes & procedures; (3) Skire Unifier (e.g., OAKS-CI); (4) project management methodology; (5) process reengineering; (6) business process transformation; (7) vision, mission & goals of agency* Skill in (8) operation of personal computer & associated software (e.g., MS Office, Windows, Outlook, Internet Explorer, Visio, Skire Unifier, Cognos*); (9) identifying business requirements; (10) developing & delivering presentations; (11) innovation Ability to (12) collect, sort & prepare information in clear, concise format; (13) work in groups or independently; (14) maintain accurate records; (15) analyze data; (16) deal with a large number of variables & determine appropriate course of action; (17) develop & implement policies & procedures; (18) coach novices; (19) resolve conflicts. *developed after employment.

App 10.26.10 (aw)

JOB CODE TITLE
 Business Transformation Analyst
 JOB CODE
 63331

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven</i>	DATE 10/25/10
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	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 2 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00a.m. TO: 5:00p.m. Report in location & work hours subject to change.				

JOB DESCRIPTION & WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	In coordination with OAKS CI Training Lead, utilizes training assets to facilitate business process transformation: conducts OAKS CI process labs (e.g., assists project teams with resolving targeted business transformation issues); cross-trains OAKS support desk on use of OAKS CI; creates, edits, & reviews job aids; assists in delivery of OAKS CI training programs; presents information to user groups (eg. SAO College).	Knowledge of: 1, 2, 3, 5, 6 Skill in 8, 10 Ability to 12, 13, 18, 19.
15	Serves as liaison between various stakeholders, managing stakeholder expectations & ensuring successful communications between OAKS CI project team members: explains & facilitates implementation of new procedures & processes; develops & presents briefings depicting business transformation advantages; provides written & verbal updates to business owners, end-users & other customers of OAKS CI modules; manages projects with OAKS Service Assurance, Ohio Shared Services & OIT (e.g., help desk coordination, agency business transformation, training delivery methodology, release management & enhancement requests).	Knowledge of: 1, 2, 3, 4, 5, 6, 7 Skill in 8, 9, 10, 11 Ability to 12, 13, 14, 15, 17, 18, 19
10	Acts on behalf of OAKS CI manager or module lead in his/her absence (e.g., attends meetings & relays decisions, policies & procedures): assists in management as needed; supervises staff as needed (e.g., delegates assignments & presents staff training); other duties as assigned.	Knowledge of: 1, 2, 3, 4, 5, 6, 7 Skill in 8, 9, 10, 11 Ability to 12, 13, 14, 15, 17, 18, 19

*developed after employment.

Cpld 10.26.10 ac

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		<i>Jeffrey Westhonen/cc</i>	10/25/10