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

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| 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 20072890 Information Technology Manager 1 | |
| | <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. | | |
| JOB CODE 63331 | List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/cc</i> | DATE 4/20/10 | |

April 4.20-10 *Law*

