

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

<b>POSITION NUMBER</b> 20005511	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>
			Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Module Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20075325 Management Analyst Supervisor 2
<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Classified             Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt		Bargaining Unit 22	
<input type="checkbox"/> Temporary <input type="checkbox"/> Unclassified             If FLSA Exempt, exemption type:			
<input type="checkbox"/> Intermittent <input type="checkbox"/> Essential             Administrative		Page 1 of 2	
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m. Report-in location subject to change.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	<p>Manages components of Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application) Asset Management Module (AM): develops &amp; implements state configuration policies &amp; procedures regarding incorporation of statewide enterprise back office procedures relating to contract requirements impacting inter-agency policy; analyzes &amp; defines requirements &amp; business rules to facilitate design &amp; integration; identifies potential business process improvements; provides input to team leads on configuration issues; maps &amp; validates data; analyzes &amp; interprets business process related reports; creates test plans; creates, validates &amp; executes test scenarios for wide variety of complex technical changes related to business component improvements; participates in design &amp; development of report &amp; screen layouts &amp; reviews &amp; comments on user documentation; ensures policies, procedures, directives &amp; objectives of process improvement projects are in line with mission &amp; goals of OAKS, Department of Administrative Services (DAS), Office of Budget &amp; Management (OBM), or federal &amp; state legislation; consults with customer staff to analyze business issues &amp; work toward solutions to business problems; assists central offices &amp;/or business owners &amp; operations staff during all phases of business transformation projects.</p>	<p>Knowledge of (1) ERP web-based applications; (2) ERP procurement &amp; asset management modules; (3) business administration; (4) laws, rules, &amp; regulations relating to state purchasing; (5) integration of other modules with AM modules (e.g., contracts, items, requisitions); (6) ERP error resolution process; (7) State of Ohio procurement &amp; asset management processes*; (8) business process delivery; (9) organizational reengineering. Skill in (10) operation of personal computer &amp; associated hardware &amp; software; (11) configuring AM modules. Ability to (12) deal with many variables &amp; determine specific course of action; (13) use proper research methods in gathering data; (14) define problems, collect data, establish facts &amp; draw valid conclusions; (15) draft &amp;/or edit administrative policies, procedures, informational booklets &amp; directives.</p> <p style="text-align:right; margin-top: 20px;">*developed after employment.</p>

Appl. 4-14-11 @

<b>JOB CODE</b> 63331	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Paul J. Howard</i>	DATE 4.21.11
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	USUAL WORKING TITLE OF POSITION Module Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20075325 Management Analyst Supervisor 2	
	<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: 8:00 a.m. TO: 5:00 p.m. Report-in location subject to change.			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	20	Assists in management of OAKS AM Modules: researches & analyzes existing operations, systems & procedures to determine necessary improvements for AM Modules; provides input for determination of feasibility & impacts of application change requests; monitors system ensuring transactions are approved; monitors batch processes; identifies & resolves problems with AM modules; ensures system is functioning in compliance with state rules & regulations; responds to inquiries requiring higher-level knowledge of system processes regarding procurement & asset management which support business requirements (e.g., contracts, items, requisition, release & permits, controlling board, purchasing & asset management Ohio Revised Code & Ohio Administrative Code rules & regulations); provides support to agencies by researching & fixing issues with module elements; analyzes patches & bundles to determine impact to customizations; creates & tests System Investigation Reports (SIRs) issues utilizing Information Technology Governance application; creates & maintains personal learning plans (PLPs); identifies targeted state employees to transfer knowledge & provides training.	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8, 9 Skill in 10, 11 Ability to 12, 13, 14, 15.	
	5	Researches & resolves assigned Help Desk cases in Case Relationship Management system or related applications: uses PS/Query & ISQL to research data issues in OAKS; reports cases to PeopleSoft when software is not functioning properly; writes & executes test conditions & scripts to ensure system is functioning properly when new functionality, patches or bundles from PeopleSoft are loaded into system.	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8, 9, (16) training practices; Skill in 10, 11, 12, 13, (17) use of PS Query & ISQL tools. Ability to 12, 13, 14, 15, (18) prepare and conduct training.	
	5	Assists with development of functional requirements & provides expertise to Managed Services & Shared Services for enhancements to software: writes general designs for software enhancements & future releases; knowledge of touch points between AM & other OAKS modules, (e.g., General Ledger, Accounts Payable, Accounts Receivable, Budget & Planning, Capital Improvements & EPM).	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8, 9 Skill in 10, 11 Ability to 12, 13, 14, 15.	
	5	Acts on behalf of Enterprise Resource Platform Manager, AM Module Lead in his/her absence (e.g., attends meetings & relays decisions, policies & procedures): evaluates OAKS production support; completes other duties as assigned (e.g., special projects, research, reports).	Knowledge of 1, 2, 4, 5 Skill in 10 Ability to 12, 13.	
			*developed after employment	
JOB CODE 63331	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 4:21.11	

Apr 4.14.11 *PHW*