

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

POSITION NUMBER 20005511	<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 GSD OAKS Technical Lead		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005508 Fiscal Officer 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 1 of 3
	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
25	Manages components of Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application) Procurement Module (PO) & Asset Management Module (AM): develops & implements state configuration policies & procedures regarding incorporation of state-wide enterprise back office procedures relating to contract requirements impacting inter-agency policy; analyzes & defines requirements & business rules to facilitate design & integration; identifies potential business process improvements; provides input to team leads on configuration issues; maps & validates data; analyzes & interprets business process related reports; creates test plans; creates, validates & executes test scenarios for wide variety of complex technical changes related to business component improvements; participates in design & development of report & screen layouts & reviews & comments on user documentation; ensures policies, procedures, directives & objectives of process improvement projects are in line with mission & goals of OAKS, Department of Administrative Services (DAS), Office of Budget & Management (OBM), or federal & state legislation; consults with customer staff to analyze business issues & work toward solutions to business problems; assists central offices &/or business owners & operations staff during all phases of business transformation projects.	Knowledge of (1) ERP web-based applications; (2) ERP procurement & asset management modules; (3) business administration; (4) laws, rules, & regulations relating to state purchasing; (5) integration of other modules with PO & AM modules (e.g., contracts, items, requisitions); (6) ERP error resolution process; (7) State of Ohio procurement & asset management processes*; (8) business process delivery; (9) organizational reengineering. Skill in (10) operation of personal computer & associated hardware & software; (11) configuring PO and AM modules. Ability to (12) deal with many variables & determine specific course of action; (13) use proper research methods in gathering data; (14) define problems, collect data, establish facts & draw valid conclusions; (15) draft &/or edit administrative policies, procedures, informational booklets & directives.

\*developed after employment.

JOB CODE 63331	List Position Numbers & Job Titles of Positions Directly Supervised: 20005512 Account Clerk 3	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/ta</i>	DATE 12-1-09
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apd 12-09-09 al

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

POSITION NUMBER 20005511	<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 GSD OAKS Technical Lead		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005508 Fiscal Officer 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 3
	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	
JOB CODE TITLE Business Transformation Analyst	40	Manages revenue & receivable accounting functions for General Services Divisions' Facilities Management, Skilled Trades, Real Estate & State Architect's Office program units using Generally Accepted Accounting Principles (GAAP); develops & implements policies & procedures; continuously researches & analyzes existing policies & procedures in assigned program units & develops strategies & billing methodologies that improve accuracy & efficiency; utilizes advanced Excel spreadsheet functions (e.g., subtotal, filter, group, pivot tables, customize, macros, formulas for test, conditional & referential statements; develops agendas & leads meetings; works as liaison between Business Office & program units in all areas of fiscal management & customer service; performs financial analyses & prepares division management reports; supervises lower level accounting staff; continually trains, advises & reviews finished work products; administers performance reviews; assists lower level staff in identifying & pursuing goals & opportunities relevant to Business Office; utilizes intermediate knowledge of Access & accounting theory to develop & maintain state-of-the-art revenue reporting & tracking systems; manages accounting functions for State Architect contractor escrow deposits & submits annual GAAP Schedule A-2 to State Accounting.	Knowledge of 3, (16) Generally Accepted Accounting Principles (GAAP); (17) agency policies & procedures relative to fiscal*; (18) business mathematics and algebra; (19) budget development & management; (20) revenue projection; (21) supervision principles.  Skill in (21) use of advanced Excel spreadsheet functions (e.g., subtotal, filter, group, pivot tables, customize, macros, formulas for test, conditional & referential statements); (22) use of Access database functions (e.g., creating tables, forms, queries and reports).  Ability to 14; (23) use non-verbal symbols in formulas, equations or graphs; (24) read, comprehend & record figures accurately; (25) prepare meaningful, concise, accurate, complex reports;	
	20	Assists in management of OAKS PO & AM Modules: researches & analyzes existing operations, systems & procedures to determine necessary improvements for PO & AM Modules; provides input in for determination of feasibility & impacts of application change requests; monitors system ensuring transactions are approved; monitors batch processes; identifies & resolves problems with PO & 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	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8, 9 Skill in 10, 11 Ability to 12, 13, 14, 15.	
JOB CODE 63331	List Position Numbers & Job Titles of Positions Directly Supervised:  20005512 Account Clerk 3		SIGNATURE OF AGENCY REPRESENTATIVE  <i>Jeffrey Westhoven/lcc</i>	
			DATE  12-1-09	

apd 12-28-09 al

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

POSITION NUMBER 2000551	<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 GSD OAKS Technical Lead		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005508 Fiscal Officer 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

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
	utilizing Information Technology Governance application; creates & maintains personal learning plans (PLPs); identifies targeted state employees to transfer knowledge & provides training.	
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 Skill in 10, 11, (16) use of PS Query & ISQL tools. Ability to 10, 11, 12, 13, 14, 15.
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 PO, 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, OAKS PO Module Lead or OAKS 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.
This position is overtime exempt.		*developed after employment

apd 12-28-09 al

JOB CODE 63331	List Position Numbers & Job Titles of Positions Directly Supervised: 20005512 Account Clerk 3	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/ke</i>	DATE 12-7-09
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