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

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|---|--|---|--|---------------------------------------|
| POSITION NUMBER 20005524 | <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 OAKS Module Support Analyst | | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization | |
| | <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: 8:00 a.m. TO: 5:00 p.m. & subject to overtime/call back 24x7. Report in location & work hours subject to change. | | | |
| JOB DESCRIPTION AND WORKER CHARACTERISTICS | | | | |
| % | Job Duties in Order of Importance | | Knowledge, Skills & Abilities | |
| 35 | Manages technical & support components of Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft applications) Requisition Module (ePro), Procurement Module (PO), Strategic Sourcing Module (eBid), Asset Management Module (AM) & Marketplace: develops & implements state configuration policies & procedures regarding incorporation of statewide enterprise back office procedures relating to contract requirements impacting inter-agency policy; analyzes & defines requirements & business rules to facilitate design & integration; 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 a 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 the ePro, PO, eBid, AM & Marketplace 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 ePro, PO, eBid, AM & Marketplace 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; | |
| 35 | Assists with various OAKS module support projects for ePro, PO, eBid, AM & Marketplace: researches & analyzes existing operations, systems & procedures to determine software improvements for ePro, PO, eBid, AM & Marketplace Modules; provides input to determine the feasibility & impacts of application modifications; monitors batch processes; identifies & researches problems with OAKS modules; ensures system is functioning in compliance with state rules & regulations; responds to inquiries requiring higher-level knowledge of system | | Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8, 9 Skill in 10, 11 Ability to 12, 13, 14, 15, (16) respond to system issues 24x7; (17) carry cell phone or wear pager. *developed after employment. | |
| JOB CODE 63331 | List Position Numbers & Job Titles of Positions Directly Supervised: | | SIGNATURE OF AGENCY REPRESENTATIVE  | |
| | | | DATE 12/6 2013 | |

App 12.6.13 @

