

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105270

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Business Operations

COUNTY OF EMPLOYMENT
Franklin

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: OAKS Module Support Analyst POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20074984 Senior Business Transformation Analyst

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Administrative 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), and Asset Management Module (AM): 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 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 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: researches & analyzes existing operations, systems & procedures to determine software improvements for ePro, PO, eBid, & 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 processes regarding ePro, PO, eBid, & AM that support business requirements (e.g., contracts, requisitions,	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.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven/ea

4/3/12

POSITION NUMBER
20005524

JOB CODE TITLE
Business Transformation Analyst

JOB CODE
63331

April 4-5-12 law

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

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 20074984 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 2 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	
15	release & permits, controlling board, & Ohio Revised Code & Ohio Administrative Code rules & regulations); provides module support to agencies by researching & fixing system issues; analyzes patches & bundles to determine impact to customizations; responds to module issues 24 hrs/day, 7 days/week that may require comp time &/or call back; may be required to carry cell phone or wear pager or other required electronic device.		Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8, 9 Skill in 10, 11, (18) use of PS Query & ISQL tools. Ability to 10, 11, 12, 13, 14, 15, 16, 17	
10	Researches & resolves assigned OAKS Help Desk cases in Case Relationship Management (CRM) 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 the system.		Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8, 9 Skill in 10, 11 Ability to 12, 13, 14, 15, 16, 17.	
5	Assists with the development of functional requirements & provides expertise to Managed Services & Shared Services for system enhancements to software; writes general designs for software enhancements & future releases; provides knowledge of touch points between ePro, PO, eBid, AM & other OAKS modules (e.g., General Ledger, Accounts Payable, Accounts Receivable, Budget & Planning, & EPM); identifies targeted state employees to transfer knowledge; creates & maintains personal learning plans (PLPs);.		Knowledge of 1, 2, 4, 5 Skill in 10 Ability to 12, 13.	
	Acts on behalf of the DAS FIN Program Manager, PO Modules Lead, eBid Module Lead, and/or 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	
			Jeffrey Westhonen/jc 4/3/12	

Upd 4.5.12 @