

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

POSITION NUMBER 20005524	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION DAS FIN Customer Relationship Lead		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20073295 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.			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
25	Serves as customer relationship lead & monitors OAKS Financials through PeopleSoft & OAKS applications (e.g., e-Procurement, Asset Management, Capital Improvements) & any related third-party software programs & interfaces: provides OAKS representation & support for OAKS Financials & Capital Improvements users; performs system integration & assists with testing (e.g. understands functionality, identifies potential business process improvements & system enhancements, provides analysis on configuration issues, maps & validates data, creates test case scenarios for system & user acceptance, participates in design of screen & report layouts).		Knowledge of 1, 2*, 3, 5, 6* Skill in 7 Ability to 8, 9, 10, 11, 12, 13, 14, 15, (18) prepares schedules & logistics; (19) follow established procedures.	
15	Acts on behalf of Enterprise Resource Platform Manager in his/her absence (e.g., attends meetings & relays decisions, policies & procedures): assists in management of GSD OAKS Support & Training Center as needed ; supervises staff as needed (e.g., delegates assignments, monitors progress, approves leave requests & presents staff training); evaluates OAKS applications (e.g., e-Procurement, Asset Management, Capital Improvements); completes others duties as assigned (e.g., special projects, research, reports).		Knowledge of 2*, 3, 5, 6*, (20) supervisory principles & practices. Skill in 7 Ability to 8, 9, 10 , 11, 12, 14, 15	
* developed after employment.				
JOB CODE TITLE Business Transformation Analyst	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>G Jeffrey Westhonen/ce</i>	
JOB CODE 63331			DATE 6/29/10	

April 6.29.10 (aw)