

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS105635
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Architect's Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005554  JOB CODE TITLE Management Analyst Supervisor 1  JOB CODE 63215	<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 Capital Planning Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20075698 Project Manager 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 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30a.m. TO: 4:00 p.m. (Report-in location subject to change.)			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	50	Serves as agency manager for State Architect's Office (SAO) over cost accounting, revenue & receivable accounting functions: maintains separate cost accounting for all SAO administered construction projects, by project & by capital bond fund; analyzes cost by project & by fund versus revenue by source of revenue; determines percentage for cost recovered by standard SAO fees & determines subsidy required from bond fund to recover remaining costs; analyzes design contracts & construction projects to determine correct fees to bill for projects & creates electronic files necessary for transmission to department's Office of Finance through division Business Office; continually analyzes billings to ensure policies & procedures of agency are followed; utilizes extensive knowledge & understanding of computer database systems, sophisticated spreadsheet design & accounting theory to develop & maintain state-of-the-art billing & revenue projections & tracking systems; performs analytical review of revenues & provides analysis of variances between budget & actual & between prior & current years; develops & implements policies & procedures relating to fiscal management of SAO accounts; develops & oversees cost analysis & billing process for SAO technical service projects; acts as liaison with division Business Office.	Knowledge of (1) accounting principles & concepts; (2) business administration; (3) database programming; (4) agency/division policies & procedures*; (5) applicable federal & state laws, rules & regulations*; (6) construction industry terms, & managing construction liens & escrow accounts; (7) cost accounting. Skill in (8) operation of personal computer & associated hardware (e.g., printer, scanner) (9) use of advanced MS Access & Excel functions or similar software (e.g., complex formulas, "if then" statements, workbook linking); (10) use of state accounting system*. Ability to (11) develop & implement policies & procedures; (12) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (13) efficiently manage multiple tasks at same time (14) complete project work assignments accurately & in timely manner; (15) prepare meaningful, concise & accurate reports; (16) answer inquiries from officials & general public.	
			*developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/6/09

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	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	30	Designs & implements capital planning processes for agency facility & infrastructure master planning; plans & executes fiscal components of certification & audit programs for capital improvement projects; coordinates & assists in conducting internal & external audits; assists in conducting pre-audit & post-audit conferences; makes recommendations for corrective action; analyzes liens filed against funds due to contractors for compliance with Ohio Revised Code; performs analysis of budgets & expenditures for construction projects; prepares budgets; performs special financial & construction project analysis & prepares special reports based on analysis; prepares, tracks & updates facility asset management system for SAO equipment & furnishings; performs other related duties.	Knowledge of 1, 2, 3, 4*, 5*, 6, 7, (17) facility & infrastructure capital planning; (18) state capital budget request process*. Skill in 8, 9, 10* Ability to 11, 12, 13, 14, 15, 16	
	20	Oversees usage of Encouraging Diversity Growth & Equity (EDGE) certified vendors on SAO administered design contracts & construction projects: extracts & manipulates complex data from spreadsheets & databases for analysis & report generation; prepares analyses of various categories of EDGE vendors & prepares reports that provide comparison of actual usage versus goals established; provides assistance to other agencies with implementation of their EDGE tracking systems & analysis/report generation; works closely with Equal Opportunity Division & SAO management to optimize program.	Knowledge of 1, 2, 3, 4*, 5*, 6, 7 Skill in 8, 9, 10* Ability to 11, 12, 13, 14, 15, 16	
	This position is overtime exempt.		Position Specific Minimum Qualifications: 2 yrs. exp. in cost accounting; 2 yrs. exp. in use of advanced MS Access & Excel functions or similar software (e.g., complex formulas, "if then" statements & workbook linking); 1 yr. exp. in construction industry terms, & in managing construction liens & escrow accounts.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/kw</i>	DATE 8/6/09

apd 8-7-09 al