

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS105245
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Asset Management Services (AMS)	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005613 JOB TITLE Business Transformation Analyst JOB CODE 63331	<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 Business Transformation Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005638 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	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): 8:00 a.m. – 5:00 p.m. Report-in location subject to change.			

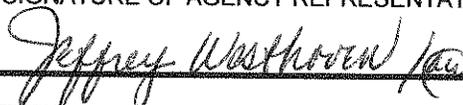
JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Manages components of OAKS Asset Management (AM) system & develops & implements state configuration, policy & procedures regarding incorporation of inventory management requirements impacting inter-agency policy; transforms agencies' inventory processes from in-house systems to OAKS Asset Management (AM); facilitates conversion planning meetings with agencies; determines & recommends appropriate procedures to be followed; collaborates with agencies to establish task timelines; determines & advises agencies of required skills, dedicated workforce levels required; reviews agencies' internal & external reporting requirements; provides technical advice to customers & determines data mapping of in-house system data field elements to OAKS data fields; reviews agencies' legacy systems & procedures; analyzes & determines best approach to extract data from agencies' inventory systems; maps & validates data; advises & assists agencies with creating conversion MS Excel spreadsheets for batch uploads to OAKS AM; assists converting data into standard OAKS AM format; establishes control totals; monitors & assists agencies with data cleaning; oversees OAKS AM training.	Knowledge of (1) inventory control; (2) accounting practices & procedures; (3) departmental policies & procedures*; (4) office management; (5) workforce planning; (6) employee training & development; (7) asset management business practices; (8) program & project management; (9) Generally Accepted Accounting Principles (GAAP); (10) OAKS Asset Management Module*; (11) ORC & Federal regulations*; (12) Ohio bar code standards*. Skill in (13) operation of personal computer & associated hardware/software (e.g., MS Word, MS Excel, MS Access, MS Internet Explorer, MS Outlook, ERP software, PS Query* & Cognos*). Ability to (14) define problems, collect data, establish facts & draw valid conclusions; (15) collect, sort & prepare information in clear concise format; (16) interpret variety of technical material in books, journals & manuals; (17) understand manuals & verbal instructions, technical in nature; (18) prepare meaningful, concise & accurate reports; (19) proofread technical materials, recognize errors & make corrections; (20) use proper research methods in gathering data; (21) develop & implement policies & procedures; (22) work independently & in groups; (23) communicate effectively, both verbally & in writing. * developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1/30/09

apd 1-30-09 al

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	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 2 of 3
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JOB TITLE Business Transformation Analyst	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	10	Acts as consultant for agencies & liaison between agency representatives, OAKS AM & third party software vendor on conversion & inbound/outbound interface files & future enhancements to bar code scanning & validation software system: analyzes load error reports & identifies issues; determines corrective solutions; documents decisions & progress; provides information on security roles & access; meets with agency personnel of all levels to implement process improvements.	Knowledge of 1, 3*, 7, 8, 9, 10*, 11*, 12* Skill in 13* Ability to 14, 16, 19	
	20	Manages planning, acquisition, implementation & ongoing agency support of third party software systems, including a bar-code scan & validation system & other system projects that are ancillary/component to OAKS Asset Management (AM) module: analyzes requirements to transform business inventory processes; prepares Request For Purchases (RFP) to acquire software & technical services (e.g., consulting & programming services); participates in evaluation & selection of software; attends & facilitates business strategy transformation meetings; analyzes business processes & determines solutions; provides analysis on configuration of software to conform to State's format/standards; creates test plans; creates, validates & executes script testing; evaluates & implements best practices including scanning, reconciliation of assets & exception reporting; participates in design of screen & report layouts; creates & updates procedures; conducts training for agencies; works with GSD OAKS Support Center to provide ongoing help desk support.	Knowledge of 1, 2, 3*, 4, 5, 6, 7, 8, 9, 10*, 11*, 12* Skill in 13* Ability to 14, 15, 16, 17, 18, 19, 20, 21	
15	Manages accuracy of data/layout configurations & success of system acceptance: manages submission of agencies' inbound interface files with OAKS AM consisting of asset additions, physical data updates, cost/quantity adjustments, intra-unit transfers & retirement transactions; analyzes interface error reports; monitors accuracy of data configurations & file layouts; reviews error reports; consults, assists & /or oversees agencies' changes to correct errors & resubmission of inbound interface activity files; analyzes & determines agencies' requirements for outbound interface files from OAKS AM; monitors accuracy of data & configuration of outbound interface files.	Knowledge of 1, 2, 3*, 6, 7, 8, 9, 10*, 11* Skill in 13* Ability to 14, 15, 16, 17, 18, 19, 20, 21		
* developed after employment.				
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			DATE 1/30/09	

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