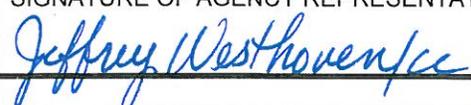


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS105270
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Business Operations/DAS FIN OAKS Support	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005613 JOB TITLE Business Transformation Analyst JOB CODE 63331	<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 Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20075325 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 1 of 3
	NORMAL WORKING HOURS (Explain unusual or rotating shift): 8:00 a.m. – 5:00 p.m. Report-in location & work hours 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 & procedures regarding incorporation of inventory management requirements; 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 cleansing; reviews OAKS 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
			<i>Jeffrey Westhoven/jc</i>	<i>2/21/12</i>

Capt 2.21.12

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DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Business Operations/DAS FIN OAKS Support	COUNTY OF EMPLOYMENT Franklin

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	USUAL WORKING TITLE OF POSITION OAKS Module Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20075325 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 3
	NORMAL WORKING HOURS (Explain unusual or rotating shift): 8:00 a.m. – 5:00 p.m. Report-in location & work hours subject to change.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	15	Acts as consultant for agencies & liaison between agency representatives, OAKS AM & third party software vendor on conversion & inbound/outbound interface files & future enhancements: 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*, (24) public relations. Skill in 13* Ability to 14, 16, 19	
	20	Manages planning, acquisition, implementation & ongoing agency projects with or without sub-projects that covers all phases of project management with activities & responsibilities: defines project requirements, quality standards & timelines; determines & evaluates risks that may affect project; defines specific activities to be performed to produce project deliverables; evaluates deliverables & ensures project is ready to move on to its next phase; ensures scheduled time frames are met; reports on delivery problems & provides performance data; provides regular progress reports; analyzes requirements; 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 other DAS FIN OAKS modules 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	
			* developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 2/21/12

Cupd 2.21.12/ce

