100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105900

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Fleet Management	Franklin

POSITION NUMBER 20005636

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to Agency Organizational Tree ☐

USUAL WORKING TITLE OF POSITION	POSITION NO. & TITLE OF IMMEDIATE SUPERVISOR
Business Transformation Analyst	20005633 Deputy Director 3

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type: Administrative

Bargaining Unit 22

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NORMAL WORKING HOURS (Explain unusual or rotating shift): Report in location subject to change
FROM: 7:00 am TO: 4:00 pm Report in location subject to change.

JOB CODE TITLE: Business Transformation Analyst

JOB DESCRIPTION & WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Manages components of Fleet Management Information System (SFIS) application, interfaced third-party software system (e.g., workflow procedures, severity levels & system training) & advises on OAKS Travel & Expense Module regarding mile reimbursement processes: develops & implements state configuration, policy & procedures regarding incorporation of SFIS & payroll requirements impacting inter-agency policy (e.g., mileage reimbursement policy; credit card program procedures, delegated authority requirements, fleet system access levels & fleet system training); analyzes & defines requirements & business rules to facilitate new fleet program & revised OAKS Travel & Expense module design & implementation (e.g., identify fields & functionality, create new process flow; run scripts, ensure required data for mileage reimbursement process is captured); identifies potential process improvements; provides input on business process issues; assists with process testing (e.g., understands functionality, identifies program enhancements, provides analysis on implementation issues, maps & validates data, executes test scenarios for field changes & total process through system); analyzes & interprets business process related reports; consults with customer staff to analyze business issues & work toward solutions to business problems; assists business owners during all phases of program implementation; supervises assigned staff (e.g., ensures that OFM programs operate in an efficient & cost effective manner; provides program direction; approves/disapproves employee's leave requests; conducts annual performance reviews; counsels employees; encourages employee training & development).	Knowledge of: (1) Fleet Management; (2) state fleet management policies & procedures*; (3) business administration; (4) public relations; (5) supervision; (6) business process transformation. Skill in (6) operation of personal computer & associate hardware/software (e.g., Microsoft Word, Excel, Access, PowerPoint, PeopleSoft); (7) Fleet Management Information System (e.g., FleetOhio*). Ability to (8) communicate effectively in written and oral form; (9) analyze business requirements; (10) deal with many variables & determine specific course of action; (11) use proper research methods in gathering data; (12) establish friendly atmosphere as supervisor of work unit; (13) develop comprehensive analytic reports; (14) draft &/or edit administrative policies, procedures, informational booklets & directives.
45	Serves as liaison to business owners & agency customers to communicate & facilitate implementation of new Fleet Management Program (FMP) business procedures impact on state systems (e.g., travel & expense, asset management, accounting, supply chain & procurement): develops & presents information on process change advantages, anticipated savings & general management considerations; assists agencies in using OAKS to enter required information & work flow; creates custom queries in OAKS, writes	Knowledge of: 1, 2*, 3, 4, 6, (15) marketing. Skill in: 6, 7,* Ability to: 8, 9, 10, 11, 13, 14 *developed after employment.

JOB CODE 63331

List Position Numbers & Job Titles of Positions Directly Supervised:
20005565 Motor Fleet Coordinator
20005568 Administrative Assistant 1
20005635 Administrative Assistant 1
20005639 Administrative Assistant 2
20005640 Administrative Assistant 2

SIGNATURE OF AGENCY REPRESENTATIVE: Randall Howard

DATE: 5.23.11

Appl 5.12.11

100-100U

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General Services Division	Fleet Management	Franklin

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Position Hyperlinked to ☐ Agency Organizational Tree

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Business Transformation Analyst	20005633 Deputy Director 3

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift): Report in location subject to change
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JOB DESCRIPTION & WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
	scripts & tests reports; implements reporting tools to monitor performance of new business processes; provides written & verbal updates to business owners, end-users & other customers on FMP processes & reporting requirements; monitors FMP through state fleet information management system & OAKS applications (e.g., FleetOhio, OAKS E-Procurement, OAKS Asset Management, OAKS Travel & Expense) & any related third-party software programs & interfaces; provide OFM representation & support for FMP users; evaluates training needs associated with business transformation project implementation; participates in development of training plans; assists in training coordination; conducts training as needed.	
15	Administers statewide Certified Fleet Manager Program (CFMP): Establishes training schedules through consultation with vendors & state agencies; develops curriculum & equivalency training; monitors statewide training & certification & ensures compliance; develops & implements administrative rules, directives, policies, procedures, & /or standards for program; researches training modules & works with industry experts (NAFA, NCSFA, & other fleet entities) to stay current with industry standards.	Knowledge of: 1, 2*, 3, 4, 15 Skill in: 6. Ability to: 8, 9, 10, 11, 13, 14

*developed after employment.

JOB CODE TITLE Business Transformation Analyst

JOB CODE 63331

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