

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105900
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Fleet Management	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005636	<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. & TITLE OF IMMEDIATE SUPERVISOR 20005633 Deputy Director 3	
	<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): Report in location subject to change FROM: 7:00 am TO: 4:00 pm Report in location subject to change.			
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: 20005635 Administrative Assistant 1 20075548 Administrative Assistant 2 20005565 Motor Fleet Coordinator		SIGNATURE OF AGENCY REPRESENTATIVE  DATE 7/15/09	

april 7-16-09 al

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JOB DESCRIPTION & WORKER CHARACTERISTICS				
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15	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. 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.	
		This position is over-time exempt.		
JOB CODE 63331	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	
	20005635 Administrative Assistant 1 20075548 Administrative Assistant 2 20005565 Motor Fleet Coordinator		DATE <i>Jeffrey Westhoven/ce</i> 7/15/09	

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