100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105245

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

POSITION NUMBER 20005638

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Senior Business Transformation Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005497 Business Operations Manager 3

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type: Administrative

Bargaining Unit 22

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB CODE TITLE: Senior Business Transformation Analyst

JOB CODE: 63332

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Oversees & leads all components of work assigned for statewide Asset Management Services (AMS) project: plans & directs operation & development of project for all state agencies, boards & commissions; oversees ongoing operations & upgrades to statewide Ohio Administrative Knowledge System (OAKS) Asset Management (AM) module, including related system activities & applications (such as bar code scanning & validation); administers statewide inventory contact-compliance program utilizing software applications for maintaining & reporting agency customer contact information, filing certification status & agency certified inventory activity data.	Knowledge of (1) inventory control; (2) Generally Accepted Accounting Principles (GAAP); (3) OAKS AM module*; (4) ORC & Federal regulations*; (5) departmental policies & procedures*; (6) office management; (7) workforce planning; (8) employee training & development; (9) asset management business practices (e.g., programs, policies). Skill in (10) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, Access), to include use of advanced functions & complex formulas; (11) use of AM ERP (e.g., Peoplesoft). Ability to (12) apply principles to solve practical, everyday problems; (13) deal with variety of variables in somewhat unfamiliar context; (14) define problems, collect data, establish facts & draw valid conclusions; (15) interpret variety of technical material in books, journals & manuals; (16) originate routine business letters reflecting standard procedures; (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. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

20005613 (14102.0) Business Transformation Analyst
20005614 (14103.0) Management Analyst Supervisor 1
20005615 (14108.0) Management Analyst Supervisor 1

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/aw

DATE: 2/13/09

Appl 2-13-09 a

100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105245

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

POSITION NUMBER 20005638

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Position Hyperlinked to ☐ Agency Organizational Tree

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POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005497 Business Operations Manager 3

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type: Administrative

Bargaining Unit 22

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB CODE TITLE: Senior Business Transformation Analyst

JOB CODE: 63332

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
15	Provides technical direction & assistance to agency asset management personnel: resolves related problems incurred by legislated agency mergers & transfers, termination of agencies, converting of inventory data to OAKS AM & reconciling inventory activity; serves as asset management liaison for Department of Administrative Services (DAS) with Auditor of State, Office of Budget & Management, other agencies & private entities.	Knowledge of 1, 2, 3*, 4*, 5*, 6, 9 Skill in 10 Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19
15	Establishes & implements statewide property inventory policies & procedures: reviews & implements into inventory & asset management program all relevant policies & procedures of DAS sections (e.g., Fleet, Surplus, Records Management, Risk Management, Real Estate & Planning), DPS Homeland Security, as well as OBM State Financial Reporting & Accounting Policies of Capital Assets & Federal rules & regulations that affect maintaining & reporting of state property inventory & assets; reviews, evaluates & plans for policies & procedures relevant to OAKS AM.	Knowledge of 1, 2, 3*, 4*, 5*, 6, 9 Skill in 10 Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19
10	Supervises & gives technical direction & assistance to staff: provides direction on non-capital & capital asset accounting policies, new improvements, ongoing operations & special projects; works with & coordinates agency reported real property inventories, including OAKS AM data, with DAS Real Estate & Planning inventory data; plans & coordinates technical issues & processes involving applications with DAS ITS support personnel.	Knowledge of 1, 2, 3*, 4*, 5*, 6, 7, 8, 9 Skill in 10 Ability to 11, 12, 13, 14, 17, 19
10	Plans, evaluates & implements new software systems & processes: improves collection, maintenance & reporting of inventory data; ensures ongoing data integrity, including issues due to changes with technology, policies & organization & improving standardization of data as well as consistency & accuracy of information; provides technical proposals & oversight to implement enhancements to OAKS AM.	Knowledge of 1, 2, 3*, 4*, 5*, 6, 9 Skill in 10 Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

20005613 (14102.0) Business Transformation Analyst
20005614 (14103.0) Management Analyst Supervisor 1
20005615 (14108.0) Management Analyst Supervisor 1

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven for

DATE: 2/13/09

Appl 2/13/09

100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105245

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

POSITION NUMBER 20005638

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Senior Business Transformation Analyst	20005497 Business Operations Manager 3

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 3 of 3

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB CODE TITLE Senior Business Transformation Analyst

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	Prepares budget & business plans for program: plans & prepares unit budget; reviews, justifies & approves expenditures for program; conducts medium to long-range plans for unit, including inventory software systems, data collection, reporting systems & electronic exchange/ transfer of inventory information.	Knowledge of 1, 2, 3*, 4*, 5*, 6, 9 Skill in 10 Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19
5	Directs preparation of ongoing reports, information requests & special projects: responds to requests from Director of DAS, Legislators, auditors, other agencies & entities; plans & prepares contracts for software systems, & programming & consulting services.	Knowledge of 1, 2, 3*, 4*, 5*, 6, 9 Skill in 10 Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19
5	Directs asset management training program: conducts & oversees ongoing training of agency personnel regarding statewide inventory policies & procedures, data collection, control & accountability of property, Asset Management Services (AMS) operation & certification filing procedures.	Knowledge of 1, 2, 3*, 4*, 5*, 6, 7, 8, 9 Skill in 10 Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19

Position Specific Minimum Qualifications:
24 mos. exp. in administration of asset management programs & policies;
24 mos. trg. or exp. in utilizing Generally Accepted Accounting Principles (GAAP).

*developed after employment

JOB CODE 63332

List Position Numbers & Job Titles of Positions Directly Supervised:

20005613 (14102.0) Business Transformation Analyst
20005614 (14103.0) Management Analyst Supervisor 1
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SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/aw

DATE: 2/13/09

apd 2-13-09 cl