

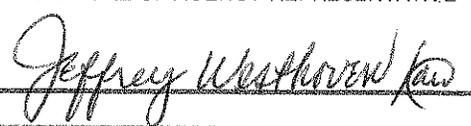
POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105245
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Asset Management Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005638	<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 Senior Business Transformation Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005497 Business Operations Manager 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 3
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			

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 I 20005615 (14108.0) Management Analyst Supervisor I	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1/30/09
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apd 1-30-09 el

JOB CODE TITLE
 Senior Business Transformation Analyst
 JOB CODE
 63332

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105245
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Asset Management Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005638	<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 Senior Business Transformation Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005497 Business Operations Manager 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 2 of 3
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			

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

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JOB CODE 65332	List Position Numbers & Job Titles of Positions Directly Supervised: 20005613 (14102.0) Business Transformation Analyst 20005614 (14103.0) Management Analyst Supervisor I 20005615 (14108.0) Management Analyst Supervisor I	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1/30/09
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POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105245

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Asset Management Services

COUNTY OF EMPLOYMENT
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 Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Administrative Page 3 of 3

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

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. exp. or trg. in utilizing Generally Accepted Accounting Principles (GAAP).

*developed after employment

JOB CODE TITLE
Senior Business Transformation Analyst

JOB CODE
63332

List Position Numbers & Job Titles of Positions Directly Supervised:
20005613 (14102.0) Business Transformation Analyst
20005614 (14103.0) Management Analyst Supervisor I
20005615 (14108.0) Management Analyst Supervisor I

SIGNATURE OF AGENCY REPRESENTATIVE
Jeffrey Washburn

DATE
1/30/09

apdl 1-30-09 al