



<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS105245
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Business/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 SEE TABLE OF ORGANIZATION															
	<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.    Report to location and work hours subject to change																	
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>																		
<table border="1"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills &amp; Abilities</th> </tr> </thead> <tbody> <tr> <td>15</td> <td>Provides technical direction &amp; assistance to agency asset management personnel: resolves related problems incurred by legislated agency mergers &amp; transfers, termination of agencies, converting of inventory data to OAKS AM &amp; reconciling inventory activity; serves as asset management liaison for Department of Administrative Services (DAS) with Auditor of State, Office of Budget &amp; Management, other agencies &amp; private entities.</td> <td>Knowledge of 1, 2, 3*, 4*, 5*, 6, 9 Skill in 10 Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19</td> </tr> <tr> <td>15</td> <td>Establishes &amp; implements statewide property inventory policies &amp; procedures: reviews &amp; implements into inventory &amp; asset management program all relevant policies &amp; procedures of DAS sections (e.g., Fleet, Surplus, Records Management, Risk Management, Real Estate &amp; Planning), DPS Homeland Security, as well as OBM State Financial Reporting &amp; Accounting Policies of Capital Assets &amp; Federal rules &amp; regulations that affect maintaining &amp; reporting of state property inventory &amp; assets; reviews, evaluates &amp; plans for policies &amp; procedures relevant to OAKS AM.</td> <td>Knowledge of 1, 2, 3*, 4*, 5*, 6, 9 Skill in 10 Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19</td> </tr> <tr> <td>10</td> <td>Supervises &amp; gives technical direction &amp; assistance to staff: provides direction on non-capital &amp; capital asset accounting policies, new improvements, ongoing operations &amp; special projects; works with &amp; coordinates agency reported real property inventories, including OAKS AM data, with DAS Real Estate &amp; Planning inventory data; plans &amp; coordinates technical issues &amp; processes involving applications with DAS ITS support personnel.</td> <td>Knowledge of 1, 2, 3*, 4*, 5*, 6, 7, 8, 9 Skill in 10 Ability to 11, 12, 13, 14, 17, 19</td> </tr> <tr> <td>10</td> <td>Plans, evaluates &amp; implements new software systems &amp; processes: improves collection, maintenance &amp; reporting of inventory data; ensures ongoing data integrity, including issues due to changes with technology, policies &amp; organization &amp; improving standardization of data as well as consistency &amp; accuracy of information; provides technical proposals &amp; oversight to implement enhancements to OAKS AM.</td> <td>Knowledge of 1, 2, 3*, 4*, 5*, 6, 9 Skill in 10 Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19</td> </tr> </tbody> </table>				%	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
%	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																
List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/ce</i>	DATE 6/7/12															

Apd 6-7-12 Jan

