POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105270

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Business Operations	Franklin

POSITION NUMBER 20005660

JOB CODE TITLE Business Transformation Analyst

JOB CODE 63331

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
OAKS Module Support Analyst	See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m. & subject to overtime/call back 24x7.
Report in location & work hours subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
35	Manages technical & support components of Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft applications) Requisition Module (ePro), Procurement Module (PO), Strategic Sourcing Module (eBid), Asset Management Module (AM) & Marketplace: develops & implements state configuration policies & procedures regarding incorporation of statewide enterprise back office procedures relating to contract requirements impacting inter-agency policy; analyzes & defines requirements & business rules to facilitate design & integration; provides input to team leads on configuration issues; maps & validates data; analyzes & interprets business process related reports; creates test plans; creates, validates & executes test scenarios for a wide variety of complex technical changes related to business component improvements; participates in design & development of report & screen layouts & reviews & comments on user documentation; ensures policies, procedures, directives & objectives of process improvement projects are in line with mission & goals of OAKS, Department of Administrative Services (DAS), Office of Budget & Management (OBM), or federal & state legislation; consults with customer staff to analyze business issues & work toward solutions to business problems; assists central offices &/or business owners & operations staff during all phases of business transformation projects.	Knowledge of (1) ERP web-based applications; (2) ERP procurement & asset management modules; (3) business administration; (4) laws, rules, & regulations relating to state purchasing; (5) integration of other modules with the ePro, PO, eBid, AM & Marketplace modules (e.g., contracts, items, requisitions); (6) ERP error resolution process; (7) State of Ohio procurement & asset management processes*; (8) business process delivery; (9) organizational reengineering; Skill in (10) operation of personal computer & associated hardware & software; (11) configuring ePro, PO, eBid, AM modules & Marketplace. Ability to (12) deal with many variables & determine specific course of action; (13) use proper research methods in gathering data; (14) define problems, collect data, establish facts & draw valid conclusions; (15) draft &/or edit administrative policies, procedures, informational booklets & directives;
35	Assists with various OAKS module support projects for ePro, PO, eBid, AM & Marketplace: researches & analyzes existing operations, systems & procedures to determine software improvements for ePro, PO, eBid, & Modules; provides input to determine the feasibility & impacts of application modifications; monitors batch processes; identifies & researches problems with OAKS modules; ensures system is functioning in compliance with state rules & regulations; responds to inquiries requiring higher-level knowledge of system processes regarding ePro, PO, eBid, AM, & Marketplace that support business requirements (e.g.,	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8, 9 Skill in 10, 11 Ability to 12, 13, 14, 15, (16) respond to system issues 24x7; (17) carry cell phone or wear pager. *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Randall Howard /ce	5/15/13

apd 5-16-13 al

POSITION DESCRIPTION

AGENCY/DEPT ID		
DAS105270		
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Business Operations	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005660

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
OAKS Module Support Analyst	See Table of Organization

☒ 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):
FROM: 8:00 a.m. TO: 5:00 p.m. & subject to overtime/call back 24x7.
Report in location & work hours subject to change.

JOB CODE TITLE
Business Transformation Analyst

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
	contracts, requisitions, release & permits, controlling board, & Ohio Revised Code & Ohio Administrative Code rules & regulations); provides module support to agencies by researching & fixing system issues; analyzes patches & bundles to determine impact to customizations; responds to module issues 24 hrs/day, 7 days/week that may require comp time &/or call back; may be required to carry cell phone or wear pager or other required electronic device.	
15	Researches & resolves assigned OAKS Help Desk cases in Case Relationship Management (CRM) system or related applications: uses PS/Query & ISQL to research data issues in OAKS; reports cases to PeopleSoft when software is not functioning properly; writes & executes test conditions & scripts to ensure system is functioning properly when new functionality, patches or bundles from PeopleSoft are loaded into the system.	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8, 9 Skill in 10, 11, (18) use of PS Query & ISQL tools. Ability to 10, 11, 12, 13, 14, 15, 16, 17
10	Assists with the development of functional requirements & provides expertise to Managed Services & Shared Services for system enhancements to software; writes general designs for software enhancements & future releases; provides knowledge of touch points between ePro, PO, eBid, AM, Marketplace & other OAKS modules (e.g., General Ledger, Accounts Payable, Accounts Receivable, Budget & Planning, & EPM); identifies targeted state employees to transfer knowledge; creates & maintains personal learning plans (PLPs);.	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8, 9 Skill in 10, 11 Ability to 12, 13, 14, 15, 16, 17.
5	Acts on behalf of the DAS FIN Program Manager, PO Modules Lead, eBid Module Lead, AM Module Lead &/or Marketplace Module Lead in his/her absence (e.g., attends meetings & relays decisions, policies & procedures): evaluates OAKS production support; completes other duties as assigned (e.g., special projects, research, reports).	Knowledge of 1, 2, 4, 5 Skill in 10 Ability to 12, 13. *developed after employment.

JOB CODE 63331

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Randall Howard/ce	5/15/13

Appl 5-16-13 ce