

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

POSITION NUMBER 20005660	<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 DAS FIN Support Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20074984 Senior Business Transformation Analyst	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" 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 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00a.m. TO: 5:00 p.m. Occasional evening or weekend hours are required. Report in location subject to change.			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
30	Evaluates training needs associated with business transformation project implementation: manages & conducts the GSD OAKS Financials Train-the-Trainer program; creates, writes, edits & designs written training materials (e.g., OAKS Financials Learner Guides); develops PowerPoint presentations or utilizes other software to conduct training; organizes, updates, produces & distributes training materials to off-site locations around the state; schedules & implements hands-on training classes & help desk labs for end-users with various skill sets.	Knowledge of 1, 2*, 3, 4, 6 (19) adult training methodologies. Skill in 7 Ability to 8, 9, 10, 11, 12, 14, 15, (20) speak in front of groups; (21) prepare schedules & logistics		
15	Supports customer relationship lead & monitors OAKS Financials through PeopleSoft & OAKS applications (e.g., e-Procurement, Asset Management, Accounts Payable, Capital Improvements) & any related third-party software programs & interfaces: assists in formulating GSD OAKS policies & procedures [e.g., OAKS Customer Relationship Management (CRM), system training]; provides OAKS representation & support for OAKS Financials users; performs system integration & assists with testing (e.g. becomes familiar with functionality, identifies potential business process improvements & system enhancements, provides analysis on configuration issues, maps & validates data, creates test scenarios for system & user acceptance, participates in design of screen & report layouts).	Knowledge of 1, 2*, 3, 5*, 6, (22) call center operations Skill in 7 Ability to 8, 9, 10, 11, 12, 13, 14, 15, (23) follow established procedures		
10	Evaluates OAKS production support as it relates to PeopleSoft & OAKS applications (e.g., e-Procurement, Asset Management, Accounts Payable, Capital Improvements); completes other duties as assigned (e.g., special projects, research, reports).	Knowledge of 2*, 3, 5*, 6 Skill in 7 Ability to 8, 9, 10, 11, 12, 14, 15. *developed after employment.		
JOB CODE 63331	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhovenka</i>	DATE 4/9/10	

App'd 4-9-10 *[Signature]*