

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS105220
DIVISION OR INSTITUTION General Services	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005802  JOB CODE TITLE Management Analyst Supervisor 1  JOB CODE 63215	<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 Management Analyst Supervisor 1		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005508 Fiscal Officer 2	
	<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 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00am    TO: 5:00pm    Report in location & work hours subject to change.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
75	Serves as agency program manager & point of contact for GSD Business Office Contract Revenue Share sales reporting & fee submissions; utilizes Omnicom reports & historical log data to determine delinquent sales reports & revenue share payments; pursues timely collection of delinquent sales reports & revenue share payments via e-mail, phone calls & written correspondence per established collection procedures; documents collection efforts & other contact with contractors using notes feature of Omnicom; provides quarterly recommendations to management on revenue share payments to be certified to the Attorney General's Office for collection; researches & resolves invalid e-mail addresses for revenue share contacts; instructs new or non-compliant contractors on Omnicom reporting requirements; notifies appropriate personnel in Office of Procurement when revenue share contracts need to be entered into Omnicom; develops & implements policies & procedures (e.g., monitoring & collecting vendor revenue share, internal controls); utilizes advanced Excel spreadsheet functions (e.g., subtotal, filter, group, conditional formatting, pivot tables) to format Omnicom data downloads into revenue management reports (i.e., payment history reports, receivables aging reports, etc.); develops Cognos reports to extract contract data from OAKS for comparison to Omnicom contract data to ensure accuracy & consistency of data in both systems; verifies quarterly sales reported by contractors coincides with quarterly agency expenditures as reflected in Omnicom, follows up with contractors when reported sales are not consistent with quarterly agency expenditures & documents resolution.	Knowledge of (1) DAS & State Purchasing policies*; (2) laws, rules & regulations relating to purchasing (e.g., Ohio Revised Code & Ohio Administrative Code)*; (3) generally accepted accounting principles; (4) human relations; (5) business; (6) management. Skill in (7) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, Outlook, Cognos, OAKS, Omnicom, purchasing applications). Ability to (8) read, comprehend & record figures accurately; (9) define problems, collect data, establish facts & draw valid conclusions; (10) interpret extensive variety of technical material in books, journals & manuals; (10); (11) prepare meaningful, concise, accurate, complex reports; (12) check pairs of items that are similar or dissimilar; (13) work alone on most tasks or work with co-workers on group projects; (14) communicate effectively in written & oral form; (15) develop & maintain good rapport with customer agencies & vendors.
25	Makes telephone calls or communicates via email in order to promptly ascertain data or information needed by Account Clerk to post revenue share payments in Omnicom; responds to inquiries from contractors; provides analysis of contractors' usage reporting & payment status to Procurement analysts; maintains historical logs of contractor sales & revenue share payments maintains files of sales reports; other duties as assigned.	Knowledge of 1*, 2*, 3, 4, 5, 6 Skill in 7 Ability to 8, 9, 10, 11, 12, 13, 14, 15

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	<i>Jeffrey Westhoven/ea</i>	2/7/12

Apr 2.9.12 Jan