

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301100

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Deputy Director's Office

COUNTY OF EMPLOYMENT
Franklin

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Assistant Deputy Director POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005812 (20000.0) Deputy Director 6

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

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
35	<p>Acts on behalf of the Director of the Department of Administrative Services (DAS) & Deputy Director of DAS, Human Resources Division (HRD) by leading design & issue resolution for all business processes that impact Human Capital Management (HCM) (i.e., benefits, position management & payroll); assigns tasks to other state employees to validate state's requirements for improved business processes in HCM & payroll; assists with the development & implementation of policies & procedures for HCM (i.e., benefits, position management & payroll) functions for all state agencies; assesses legacy systems/agency independent systems for inclusion in Ohio Administrative Knowledge System (OAKS); responsible for marketing of OAKS capabilities to agencies; assists agencies with implementation & maintenance of new system processes; investigates new technology for possible bolt-on systems thru assessments with agency needs; makes recommendations & evaluates vendor proposals; assists in reviewing data from agencies regarding needs & translates those into business requirements; leads effort to analyze & define requirements & business rules to facilitate state-wide process design & integration of human capital management & payroll needs; collaborates with project manager & other HRD staff to coordinate HCM initiatives; participates in the design & development of report & screen layouts; reviews & provides comments & recommendations on user documentation.</p> <p>This position is unclassified in accordance with ORC Section 124.11 (A)(9).</p>	<p>Knowledge of: (1) business process & organizational engineering; (2) program & project management; (3) government structure & process*; (4) public relations; (5) marketing techniques. Skill in: (6) operation of a personal computer & related hardware/software (e.g. MS Word, PeopleSoft). Ability to: (7) work well with teams; (8) define business process & translate to system needs; (9) to translate end user needs to system developers; (10) manage projects & maintain timelines; (11) deal with a large number of variables & determine appropriate course of action; (12) develop accurate & concise reports; (13) handle sensitive inquiries from & contacts with public & government officials; (14) project needed resources & time required for implementation</p> <p>*developed after employment.</p>

POSITION NUMBER
20005815

JOB CODE TITLE
Business Transformation Program Manager

Appel 5/24/10 Bmc

JOB CODE
63335

List Position Numbers & Job Titles of Positions Directly Supervised:
20005896 – Project Manager 2

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Handwritten Signature] 5/24/10

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301100
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Deputy Director's Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005815 (20012.0)	<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 Assistant Deputy Director		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005812 (20000.0) Deputy Director 6	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 2 of 2
	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	
	45	Acts on behalf of the Deputy Director of Human Resources by directing & supervising the day-to-day operation of: HCM Reporting & Security; develops & implements policies & procedures; represents the deputy director on committees regarding OAKS and Information Technology (IT) improvement plans; monitors HRD budget; serves as acting HRD Deputy Director in absence of HRD Deputy Director; makes recommendations to the Deputy Director regarding policy issues, formulating goals & objectives to provide required services statewide; other duties as assigned.	Knowledge of: 3*, 4, 5, (15) human resources, (16) agency policies & procedures *, (17) Ohio Revised Code & Ohio Administrative Code*, (18) supervisory principles & techniques. Skill in: 6. Ability to: 12, (19) define problems, collect data, establish facts & draw valid conclusions; (20) interpret extensive variety of technical material in books, journals & manuals, (21) use proper research methods in gathering data, (22) prepare & deliver speeches.	
	20	Establishes necessary committees to review processes & provide recommendations for improvement; researches & reviews current business processes & makes recommendations regarding need to revised ORC, OAC or policy to provide needed services or streamline existing policy &/or procedures; represents HRD at conferences, seminars & meetings on HRD issues; prepares & delivers speeches at conferences, seminars & meetings.	Knowledge of: 3*, 15, 16, 17, 18. Skill in: 6 Ability to: 7, 8, 10, 11, 12, 13, 14, 20, 21, 22, 23.	
	This position is unclassified in accordance with ORC Section 124.11 (A)(9).			
	*developed after employment.			
JOB CODE 63335	List Position Numbers & Job Titles of Positions Directly Supervised: 20005896 – Project Manager 2		SIGNATURE OF AGENCY REPRESENTATIVE 	
		DATE 5/24/10		