

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services  
DAS302220

DIVISION OR INSTITUTION  
Human Resources Division

UNIT OR OFFICE  
HCM & Agency HR Support

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005815 (20012.0)

Reclassification     New Position     Update    Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Program Manager    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
55	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 collecting 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; participates in the design & development of report & screen layouts; reviews & provides comments & recommendations on user documentation; provides direction & supervises operations of HCM Reporting & Security & HCM Application Teams; supervises & facilitates continuing career development of assigned staff.	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
35	Provides technical assistance & direction to business owners & project staff to ensure timely & proper completion of project phases for all aspects of human capital management & payroll; responsible for providing oversight/troubleshooting issues with business owners & staff to overcome obstacles; responsible for development & implementation of reporting tools to monitor performance on all phases of projects managed; provides direction & monitors staff to assure timely completion of project phases	Knowledge of: 1, 2, 3*, 4, 5. Skill in: 6 Ability to: 7, 8, 9, 10, 11, 12, 14.

This position is unclassified in accordance with ORC Section 124.11 (A)(9). \*developed after employment

JOB CODE TITLE  
Business Transformation Program Manager

JOB CODE  
63335

List Position Numbers & Job Titles of Positions Directly Supervised:  
20005938 - DB Analyst 2    20005851 - MAS 2  
20005856 - DB Analyst 4    20073481 - MAS 2  
20005859 - Prog Analyst 3    20074136 - MAS 2  
20005860 - Prog Analyst 3    20073474 - MAS 2  
20005835 - Exec Secretary    20005935 - Sr. Bus Trans. Anal

SIGNATURE OF AGENCY REPRESENTATIVE

*Nancy Kelly*

DATE

7-29-09

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS302220
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE HCM & Agency HR Support	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005815 (20012.0)  JOB CODE TITLE Business Transformation Program Manager  JOB CODE 63335	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Program Manager		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.			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	10	Represents DAS on HCM (i.e., benefits, position management & payroll) related aspects of the OAKS system at agency meetings, conferences to promote the OAKS project & encourage user buy-in; performs other related duties as assigned.; participates in the development of testing & training plans; assists with training coordination & conducts training as needed.	Knowledge of: 1, 2, 3*, 4, 5 Skill in: 6 Ability to: 7, 8, 9, 10, 11, 12, 14, (15) develop & deliver speeches & presentations to wide variety of audiences.	
	This position is unclassified in accordance with ORC Section 124.11 (A)(9).		*developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised: 20005938 – DB Analyst 2      20005851 – MAS 2 20005856 – DB Analyst 4      20073481 – MAS 2 20005859 – Prog Analyst 3      20074136 – MAS 2 20005860 – Prog Analyst 3      20073474 – MAS 2 20005835 – Exec Secretary      20005935 – Sr. Bus Trans. Anal		SIGNATURE OF AGENCY REPRESENTATIVE  <i>Nancy J Kelly</i>	DATE  7-29-09