100-200R

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
HCM Support

POSITION NUMBER
20005815 (20012.0)

JOB CODE TITLE
Business Transformation Program Manager

JOB CODE
63335

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Program Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005812 (20000.0) Deputy Director 6

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
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.	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

List Position Numbers & Titles of Positions Directly Supervised:
20005851 Management Analyst Supv. 2

SIGNATURE OF AGENCY REPRESENTATIVE: Nancy J Kelly

DATE: 3/12/2008

4/17/08

100-200R

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20005812 (20000.0) Deputy Director 6

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8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
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.
		*developed after employment

This position is unclassified in accordance with ORC Section 124.11 (A)(9).

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Nancy J. Kelly

DATE: 3/12/2008

HRD 4/10/08