

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS302310
DIVISION OR INSTITUTION Human Resources Division (HRD)	UNIT OR OFFICE Applications & Reporting	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005842	<input checked="" 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 Business Transformation Analyst	POSITION NO. AND JOB TITLE OF IMMEDIATE SUPERVISOR 20005852 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
	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt	Bargaining Unit 22 Page 1 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: _____ TO: _____		

JOB DESCRIPTION		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	In the Department of Administrative Services (DAS), Human Resources Division (HRD), Applications & Reporting section, works under general direction of the Human Capital Management (HCM) Portal Manager & requires considerable knowledge of business transformation, organizational design &/or process reengineering changes in order to manage HCM Position Management & HCM Security components & develop & implement configuration, policies & procedures for HCM requirements to assist State agencies, business owners, & HCM Support team during one, multiple, or all phases of assigned business transformation projects or initiatives; identifies & resolves problems with module; consults with customer staff to analyze business issues & works towards solutions to business problems; collaborates with system designers, Ohio Administrative Knowledge System (OAKS) Service Assurance & Security teams, as well as HRD HCM Support team to configure HCM tables; responds to inquiries requiring higher level knowledge of system processes regarding Position Management to support business requirements; provides support to HRD by researching & fixing issues with module elements; provides production support & problem determination; develops custom processes; develops & implements policies & procedures related to the HCM Position Management & HCM Security modules; provides HCM support to other PeopleSoft environments (e.g. CRM, ELM, FIN, BI); provides backup for supervisor during absences.	Knowledge of: (1) Ohio Administrative Knowledge System (OAKS)*; (2) PeopleSoft application; (3) State of Ohio Human Resources programs & processes*; (4) business administration; (5) laws, rules & regulations relating to Human Resources & recruiting; (6) business process & organizational engineering; (7) agency policies & procedures*. Skill in: (8) operation of personal computer & associated hardware & software (e.g., MS Word, Excel, PeopleSoft*); (9) configuring Human Resources tables (e.g., EEO categories, personnel actions requests, classifications, pay rate tables). Ability to: (10) deal with many variables & determine specific course of action; (11) use proper research methods in gathering data; (12) gather, collate, & classify information; (13) draft &/or edit administrative policies, procedures, informational booklets, & directives.  *developed after employment

JOB CODE 63331     Appd 6/26/12 BMD     JOB TITLE Business Transformation Analyst

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/26/12
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