

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services- DAS301000
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Applications	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005842	<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 Business Transformation Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005851 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 <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 A.M. TO: 5:00 P.M. & subject to overtime/call back 24X7			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
75	<p>Under direction of the Senior Business Transformation analyst provides support across all Ohio Administration Knowledge System (OAKS) Human Capital Management (HCM) modules (e.g., Payroll, Time & Labor, Benefits, Security); acts as liaison to OAKS for the Human Resources Division; provides functional guidance in planning, coordinating & maintaining OAKS HCM for all HCM modules(e.g., Payroll, Time & Labor, Benefits); provides HCM support for the ePerformance Module including configuration of HCM tables for ePerformance; assists supervisor with project test plans; identifies potential business improvements; works with Application & Reporting Team (ART) to provide production support & maintains contact with Human Capital Management Support group (HCM Support) to ensure OAKS is meeting expectations; assists ART and HCM Support with configuration & customizations needed (e.g. gathering requirements, design, working with Service Assurance & Managed Services, testing, deployment, production support & change management; assists cross functional application team efforts (e.g., contract changes, tax updates, bundles, creates plans/timelines, assistance with gathering requirements & design); validates state's requirements for improved business processes; analyzes & defines requirements & business rules to facilitate statewide process design.</p> <p>Position is overtime exempt.</p>	<p>Knowledge of (1) Ohio Administrative Knowledge System (OAKS)*; (2) PeopleSoft web-based application; (3) State of Ohio payroll & time/labor programs & processes*; (4) business administration; (5) laws, rules, & regulations relating to payroll; (6) business process & organizational engineering; (7) agency policies & procedures*.</p> <p>Skill in (8) operation of personal computer & associated hardware & software; (9) configuring HR, Benefits & Payroll modules (e.g., time reporting codes, Job codes, Benefit plans, security groups); (10) use of web-based enterprise resource planning system (e.g., PeopleSoft/OAKS).</p> <p>Ability to (11) deal with many variables & determine specific course of action; (12) use proper research methods in gathering data; (13) gather, collate & classify information; (14) draft &/or edit administrative policies, procedures, informational booklets & directives; (15) provide production support 24 hrs/day, 7 days/week.</p>		
JOB CODE 63331	JOB CODE TITLE Business Transformation Analyst	List Position Numbers & Job Titles of Positions Directly Supervised:		
App'd 1.22.15-OC		SIGNATURE OF AGENCY REPRESENTATIVE 		
		DATE 1/22/15		

