100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Administrative Services
DAS302310

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources Division	Application & Reporting	Franklin

POSITION NUMBER 20005851

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to Agency Organizational Tree ☐

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Senior Business Transformation Analyst	20005896 Project Manager 2

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☐ Eligible ☒ 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.

JOB TITLE: Senior Business Transformation Analyst

JOB CODE: 63332 Appd 2-26-13 AVC

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Under direction of the Project Manager, serves as lead for implementation of new functionality (e.g. eProfile, ePay, eBenefits, Time & Labor, Kronos, automation of Personnel Action process, Ohio Administrative Knowledge System (OAKS) upgrades) & new configuration items (e.g., contract/parity changes, acts as a liaison to OAKS for Human Resources Division (HRD) provides functional advice & guidance in planning, coordinating, & maintaining the OAKS (PeopleSoft) Human Capital Management (HCM) system (e.g., Core Human Resources, Benefits, Payroll, Time & Labor , self-service); manages & oversees project test plans; identifies potential business process improvements; assists HRD staff in using system; 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 and Managed Services, testing, deployment, production support & change management); leads cross-functional-application team efforts (e.g. contract changes, tax updates, bundles, creates plans/timelines, assistance with gathering requirements & design) in collaboration with Service Assurance & Managed Services (e.g., creates test & deployment plans, change management planning & activities); validates state's requirements for improved business processes; analyzes & defines requirements & business rules to facilitate statewide process design.	Knowledge of: (1) office business & management practices; (2) agency regulations, division work rules, government structure, process & regulations*; (3) workforce development interfacing planning; (4) electronic payroll processing; (5) federal, state & local payroll regulations (e.g., U.S. Savings Bonds, W-2 processing, taxes & health care processing)*; (6) state payroll policies & procedures*; (7) employee training & development; (8) system functionality and integration of PeopleSoft Human Capital Management HR, Benefits, Payroll, Time & Labor, and Reporting systems Skill in: (9) operation of personal computer & related software (e.g., Microsoft Word, Excel & Access); (10) ability to query HCM data using reporting tools (e.g. Query Manager, SQL); Ability to: (11) deal with a variety of variables impacting development of OAKS PeopleSoft Human Capital Management functions & determine specific action to be taken; (12) define problems, establish facts & draw valid conclusions; (13) use proper research methods to gather, collate & classify information about data, people or things; (14) handle sensitive inquiries & resolve complaints; (15) understand manuals & verbal instructions technical in nature; (16) prepare meaningful, concise & accurate reports. *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20075315 Business Transformation Analyst	Stephanie Sandke	2-26-13

100-000U

POSITION DESCRIPTION

		AGENCY/DEPT ID Administrative Services DAS302310
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Application & Reporting	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005851

JOB TITLE Senior Business Transformation Analyst

JOB CODE 63332 Appd 2-26-13 AJC

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Senior Business Transformation Analyst	20005896 Project Manager 2

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☐ Eligible ☒ 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
15	Consults with & advises ART & HCM regarding unit operations, problems & process improvements involving all aspects of the HR, Benefits, Payroll, and Time & Labor modules; learns new emerging OAKS features & functions (e.g. ePerformance) & trains ART & HCM on new processes; provides training to ART & HCM staff on software tools to help increase effectiveness & efficiency (e.g. Excel, Access, Query, and SQL).	Knowledge of: 1, 2*, 3, 5*, 7, 8. Skill in: 9, 10. Ability to: 11, 12, 13, 14.
15	Evaluates OAKS HCM systems, hardware & software systems & recommends changes as indicated (e.g., assists in diagnosis & resolution of modifications or configuration changes for possible quick solution to OAKS HCM modules affecting data process not resolved through normal help desk escalation); performs related duties as required.	Knowledge of: 1, 2*, 3, 7. Skill in: 9, 10. Ability to: 11, 12, 13, 14. *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20075315 Business Transformation Analyst	Stephanie Sanders	2-26-13