100-000R

POSITION DESCRIPTION

AGENCY/DEPT ID Administrative Services DAS302310

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources Division	Applications & Security	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 Program 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 6/18/10 BMB

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., eBenefits, Time & Labor, eSelf Service) & new configuration items (e.g., contract/parity changes); provides production support & maintains contact with agency liaisons & payroll specialists to ensure OAKS is meeting expectations; recommends implementation of Ohio Administrative Knowledge System (OAKS) policy; acts as liaison to OAKS for Human Resources Division (HRD) HCM Support; provides functional advice & guidance in planning, coordinating, & maintaining the OAKS (PeopleSoft) Human Capital Management (e.g., Core Human Resources, Benefits, Payroll, Time & Labor & Vendor Payments); manages & oversees all project test plans; identifies potential business process improvements; assists HRD staff & agency users in using system, plans & directs entire management evaluation & monitoring operation of State Payroll System; validates state's requirements for improved business processes; assists with design & development of report & screen layouts; analyzes & defines requirements & business rules to facilitate statewide process design; coordinates communication between functional & technical areas of system conversion regarding operations, wage attachments, distribution of monies deducted from payroll, COBRA, State Accrued Leave Fund, Disability Leave Fund, Health Care Fund, W-2 processing, U.S. Savings Bond processing & health care reporting; serves as initial OAKS contact for HR related user questions & HRD concerns; consults with & advises State Payroll Administrator regarding unit operations &/or problems involving all aspects of the Payroll Units; serves as primary customer support answering user questions & submits technical errors to Ohio Administrative Knowledge System (OAKS) technical team; educates users & management in OAKS HCM/Payroll functions, purposes & procedures; completes periodic reports of section activity methodologies needed for effective program assessment of OAKS HCM/Payroll functions, purposes & procedures; evaluates the design & implementation of new deduction programs & responsible for coordinating any testing, training & communication.	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) PeopleSoft Human Capital Management/ Payroll system. Skill in: (9) operation of personal computer & related software (e.g., Microsoft Word, Excel & Access); (10) legacy payroll & central accounting systems (e.g., HR2K, Central Accounting System, CICS & Roscoe)*. Ability to: (11) deal with a variety of variables impacting development of OAKS PeopleSoft Human Capital Management/Payroll 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; *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	6/18/10

POSITION DESCRIPTION

AGENCY/DEPT ID Administrative Services DAS302310

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources Division	HCM Support	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 Program 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 TITLE Senior Business Transformation Analyst

JOB CODE 63332

Appd 6/18/10 BHR

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
		(14) handle sensitive inquiries & resolve complaints; (15) understand manuals & verbal instructions technical in nature; (16) prepare meaningful, concise & accurate reports.
15	Acts as liaison to business owners & agency leadership to facilitate implementation of new initiatives; assists Benefits Administration staff with proper & efficient utilization of the OAKS system: assists in understanding OAKS HCM/Payroll functions; diagnoses & resolves simple to moderate problems; requests queries & updates on benefits (e.g., data concerning employees' participation in: Benefits Open Enrollment; Dependant Care Spending Accounts; Health Care Spending Accounts); responsible for full life cycle implementation of new functionality.	Knowledge of: 1, 28, 3, 5*, 7, 8. Skill in: 9, 10. Ability to: 11, 12, 13, 14.
15	Evaluates OAKS HCM/Payroll 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/Payroll function modules affecting data process not resolved through normal help desk escalation): performs related duties as required. Evaluates training needs for business transformation project implementation; participates in the development & delivery of training.	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
	[signature]	6/18/10