100-000R

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS302310

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

POSITION NUMBER 20005852

JOB TITLE Senior Business Transformation Analyst

JOB CODE 63332

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Senior Business Transformation Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
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 am TO: 5:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Under direction of Project Manager oversees & leads tasks for Human Capital Management (HCM) & myOhio modules of Ohio Administrative Knowledge System (OAKS) (e.g., OAKS running on PeopleSoft application); reviews current requirements & gathers additional requirements for enhancements; reviews all enhancements to myOhio from Human Resources Division (HRD); develops & documents "to be" processes in PeopleSoft; identifies & resolves problems with modules; writes, & executes test scenarios for HCM (HR, Benefits, Payroll & Time and Labor) & myOhio updates; consults with customer staff to analyze business issues & work towards solutions to business problems; works closely with system designers & Department of Administrative Services (DAS) HRD to develop & implement configuration for HCM (HR, Benefits, Payroll & Time and Labor); coordinate changes within HCM & myOhio; responds to inquiries requiring higher-level knowledge of HCM & myOhio processes which support business requirements; identifies potential business process improvements; assists with design & development of report & screen layouts; analyzes & defines requirements & business rules to facilitate enterprise wide process design & integration of HCM & myOhio needs; provides support to agencies by researching & correcting issues with module elements; serves as customer support answering user questions & submitting technical errors to OAKS technical team; provides production support & problem determination; develops & implements policies & procedures related to HCM & myOhio modules for effective oversight of module use.	Knowledge of: (1) Ohio Administrative Knowledge System (OAKS)*; (2) PeopleSoft applications; (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*; (8) public relations; (9) system functionality & integration of PeopleSoft Human Capital Management HR, Benefits, Payroll, Time & Labor, & Reporting systems. Skill in: (10) operation of personal computer & associated hardware & software (e.g., MS Word, Excel, PeopleSoft)*; (11) configuring Human Resources tables (e.g., EEO categories, personnel actions requests, classifications, pay rate tables). Ability to: (12) deal with many variables & determine specific course of action; (13) use proper research methods in gathering data; (14) gather, collate, & classify information; (15) draft &/or edit administrative policies, procedures, informational booklets, & directives; (16) handle sensitive inquiries & resolve complaints (17) translate end user needs to system developers; (18) communicate effectively with diverse range of individuals. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:
20005842 HCM Senior Analyst
20005859 Management Analyst

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 2/21/12

Appd 2/21/12 BMD

100-000R

POSITION DESCRIPTION

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

POSITION NUMBER 20005852

☒ 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 am TO: 5:00 pm

JOB TITLE Senior Business Transformation Analyst

JOB CODE 63332

Appd 2/11/2008

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
15	Serves as liaison to agencies to convey statewide objectives & improve agency operations in HCM & myOhio; researches & recommends alternatives to agencies; serves as a consultant to agencies designing & refining processes & procedures; manages & supervises lower-level staff; monitors completed work of staff to ensure accuracy & consistency with established DAS policies, procedures, & guidelines.	Knowledge of: 1*, 2, 3*, 4, 5, 6, 7*, 8, 9. Skill in: 10, 11 Ability to: 12, 13, 14, 15, 16, 17, 18
10	Serves as Central Agency Security Designee for HCM; oversees semi-annual security review; advises & assists agency security designees on choosing & assigning HCM security roles; reviews statewide security requests; works with DAS Policy to review, develop, & implement policy regarding HCM security as needed.	Knowledge of: 1*, 2, 3*, 4, 5, 6, 7*, 8, 9. Skill in: 10, 11 Ability to: 12, 13, 14, 15, 16, 17, 18
5	Works with Change Management team to design & review end-user training programs for HCM & myOhio; identifies areas of significant change in processes to the end user & makes recommendations for additional training materials to assist in facilitating user training; conducts training as needed.	Knowledge of: 1*, 2, 3*, 4, 5, 6, 7*, 8, 9. Skill in: 10, 11 Ability to: 12, 13, 14, 15, 16, 17, 18, (19) training & development *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20005842 HCM Senior Analyst 20005859 Management Analyst	[signature]	2/21/2