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| <b>POSITION DESCRIPTION</b>                       |  | AGENCY/DEPT ID<br>ADMINISTRATIVE SERVICES<br>100-200 |
| DIVISION OR INSTITUTION<br>Administrative Support | UNIT OR OFFICE<br>Office of the Director | COUNTY OF EMPLOYMENT<br>Franklin                     |

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| POSITION NUMBER<br>20005855<br><br>JOB TITLE<br>Senior Business Transformation Analyst<br><br>JOB CODE<br>63332 PPD 6-30-09 JMS | <input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Update   | Position Hyperlinked to <input type="checkbox"/>                             |
|   | Agency Organizational Tree   |  |
|   | USUAL WORKING TITLE OF POSITION<br>Project Leader  | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR<br>20005901 Project Manager 1 |
|   | <input type="checkbox"/> Permanent <input type="checkbox"/> Classified                     Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt<br><input type="checkbox"/> Temporary<br><input checked="" type="checkbox"/> Intermittent <input checked="" type="checkbox"/> Unclassified                     If FLSA Exempt, exemption type: | Bargaining Unit 22<br><br>Page 1 of 1  |
| NORMAL WORKING HOURS (Explain unusual or rotating shift):<br>FROM: Unpredictable  |  |  |

| JOB DESCRIPTION AND WORKER CHARACTERISTICS |  |  |
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| %  | Job Duties in Order of Importance  | Knowledge, Skills & Abilities  |
| 70   | Serves as Project Leader for the Department of Administrative Services (DAS), under the direction of the Organizational Assessment Manager for DAS; responsible for assessing the organizational structure and responsibilities for the DAS Human Resources Division (HRD) program areas; assess program area functional readiness to provide the human resources services required to state agencies, boards and commissions; assess custodial requirements of the HRD provided to it by the Ohio Revised Code (ORC) & the Ohio Administrative Code (OAC); review custodial requirements and expectations, by program and policy area, assess associated program functions to evaluate the risks & vulnerabilities; assess service offerings to make recommendation on whether value is being added & continuance necessary; review assets, liabilities, & vulnerabilities for the HRD. | Knowledge of: (1) business process transformation; (2) life cycle methodologies; (3) organizational design & process reengineering; (4) human resources; (5) human relations; (6) organizational development & assessment. Skill in (7) operation of personal computer & associated hardware & software; (8) use of project planning software (e.g., MS Project); Ability to (9) manage multiple demands or tasks on projects; (10) define problems, collect data, establish facts & draw valid conclusions; (11) review & evaluate project progress; (12) write concise & accurate reports. |
| 15   | Assist in evaluating the processes which are impacted by Ohio Administrative Knowledge System (OAKS); make recommendations for improvement in the various program areas (e.g., business transformation, process improvement, work flow, documentation development, staff training, etc.).  | Knowledge of 1, 2, 3, 4, 5, 6. Skill in 7, 8. Ability to 9, 10, 11, 12.  |
| 15   | Assist in reviewing current staffing levels in HRD program areas (e.g., Payroll, Benefits, HCM Support, Classification & Compensation, Test Administration, etc.); evaluate the knowledge, skills & abilities of current staff; make recommendations for training initiatives; identify necessary organizational changes in order to produce a better work flow and quality of service provided to both internal & external customers; assist in developing report of findings of organizational assessment.<br><br>Unclassified service per Section 124.11(A) (9) of the Revised Code.  | Knowledge of 1, 2, 3, 4, 5, 6. Skill in 7, 8. Ability to 9, 10, 11, 12.  |

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| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE<br> | DATE<br>6-30-09 |
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