

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY Department of Administrative Services
DIVISION OR INSTITUTION Human Resources
UNIT OR OFFICE HRD/HCM Support Unit

POSITION NUMBER 20005856	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin
	USUAL WORKING TITLE OF POSITION Data Base Analyst	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005947 Assistant Deputy Director
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m. & subject to overtime/call back 24X7	

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	Acts as group leader over lower-level data base analysts in analyzing & designing reports within the Ohio Administrative Knowledge System (OAKS) (i.e., running on PeopleSoft application), Human Capital Management (HCM) module that supports HCM functions (e.g., human resources, benefits, time & labor, payroll): provides staff with technical assistance in reporting technologies (e.g., SQL, People Tools, COGNOS, SQR, PS Workflow) & resolves difficult problems; receives user requests & assigns &/or reviews work; uses (ISQL Plus, COGNOS, PS Query) to generate reports/queries; recommends warehouse enhancements; runs reports for GAAP & SWCAP (health care, payroll summary, compensated absences, retirement data); develops & runs reports for Human Resource Division (HRD) Policy (e.g. data requests from newspapers, W2 reports, stats, census bureau); develops & runs reports for JFS (quarterly wages earned, QCEW extract CES extract); research & responds to CRM tickets, phone requests, email requests (e.g., leave balances, EEO data, mail lists & all requests relating to HR data); trains end users on data warehouse reporting; assists agencies with report requirements; maintains reports in OAKS HCM Operational reporting Warehouse (e.g. FMLA, performance evaluations, part-time hours, open/ filled positions); creates reports (e.g. Governor Trends monthly mid Month, Check-Off charges, retirement charges); on behalf of the Office of Benefits Administration Services provides assistance for data management vendor & vendor application for all State of Ohio benefit areas, (e.g. healthcare, dental, vision, disability & workers compensation); identifies & coordinates integration of benefits data uploads from various claims payers, (e.g. healthcare vendors, third party administrators); responsible for recommending policy regarding database & spreadsheet software usage to manipulate data & provide reports; reviews data integrity reports; troubleshoots problems & coordinates data warehouse software upgrades; assigns & manages work with data warehouse vendor to oversee initiatives to improve data quality including addition of new data elements & increase usability of benefits information.	Knowledge of: (1) computer science & public administration; (2) computer systems analysis & design; (3) high-level computer databases & technologies (e.g., SQL, COGNOS, People Tools, , SQR, PS Report Manager); (4) federal, state, & local laws & collective bargaining agreements relating to payroll & personnel functions*; (5) employee training & development; (6) PeopleSoft application & HCM module. Skill in: (7) operation of personal computer & associated hardware/software; (8) reporting web-based applications (e.g., PeopleSoft). Ability to: (9) interpret variety of technical; computer manuals & documentation; (10) write report programming specifications & system documentation; (11) communicate verbally on technical & non-technical matters; (12) develop analytical documents (e.g., defining health services, recommending policy/design changes &/or explaining impact of policy alternatives); (13) work independently, (14) lead &/or cooperate with co-workers on research/analytical projects; (15) support scheduling & ad hoc reporting for complex organization; (16) manage & provides day-to-day report request; (17) attend meetings as report expert, (18) prepare meaningful, concise & accurate reports, (19) prepare & deliver speeches before specialized audiences & general public; (20) deal with a variety of variables impacting the HCM reporting unit.

*developed after employment

APP 11-10-08 OAS

JOB CODE TITLE
Data Base Analyst 4
JOB CODE
64154

List Position Numbers & Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Nancy J. Kelly</i>	DATE 10-1-08
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	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics	
	30	Serves as liaison between OAKS staff, HCM staff & all HRD units; works in a team oriented environment with staff within Benefits Administration Services to assist in completion of specific projects related to all state benefit programs; produces meaningful reports for all Department of Administrative Services (DAS), HRD units; initiates request of OAKS staff to assists in reporting needs; provides technical assistance & training for all DAS/HRD staff in use of PeopleSoft reporting system.	Knowledge of: 1, 2, 3, 4*, 5, 6. Skill in: 7, 8. Ability to: 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19.	
	10	Performs other related duties (e.g., attends staff meetings, conferences, training seminars, travels to meeting sites, maintains logs, records & files).	Knowledge of: 1, 2, 3, 4, 5, 6. Skill in: 7, 8. Ability to: 9, 10, 11, 12, 13, 14.	
		This position works as an essential employee.	<u>Position Specific Minimum Qualifications</u> 12 mos. exp. using SQL and pulling data from a warehouse (e.g., PeopleSoft) 12 mos. exp. using PeopleSoft Tools (e.g., PS Query, Report Manager); 12 mos. exp with HCM modules (e.g., payroll, time and labor, benefits, position management) *developed after employment	
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			DATE 10-1-08	

APD 11-10-08 WA