

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services-
DAS302310

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Applications & Security

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005859

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Business Transformation Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20074136 Senior Business Transformation Analyst

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit
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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 A.M. TO: 5:00 P.M. & subject to overtime/call back 24X7

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
85	Under direction of the Ohio Administrative Knowledge System (e.g., OAKS running on PeopleSoft application) Payroll module manager utilizes business process transformation & process reengineering to improve business processes for users of HCM, Payroll/Time and labor modules; plans & conducts Conference Room Pilots (CRP) to review current requirements & gather additional requirements for enhancements; develops & documents "to be" processes in PeopleSoft; identifies & resolves problems with module; consults with customer staff to analyze business issues & work toward solutions to business problems; works closely with system designers & Human Resources Division, Human Capital Management support team to configure payroll/time and labor modules (e.g., time reporting code, schedules, security groups); changes fields & coordinates resulting changes to other fields, responds to inquiries requiring higher-level knowledge of system processes regarding payroll which support business requirements; provides support to HCM & OAKS staff by researching & fixing issues with module elements; provides production support & problem determination; develops custom processes; develops & implements policies & procedures related to the payroll module; responds to module issues 24 hrs/day, 7 days/week as needed; provides backup for supervisor during absences.	Knowledge of (1) Ohio Administrative Knowledge System (OAKS)*; (2) PeopleSoft web-based application; (3) State of Ohio payroll & time/labor programs & processes*; (4) business administration; (5) laws, rules, & regulations relating to payroll; (6) business process & organizational engineering; (7) agency policies & procedures*. Skill in (8) operation of personal computer & associated hardware & software; (9) configuring Payroll module (e.g., time reporting codes, schedules, security groups); (10) use of web-based enterprise resource planning system (e.g., PeopleSoft/OAKS). Ability to (11) deal with many variables & determine specific course of action; (12) use proper research methods in gathering data; (13) gather, collate & classify information; (14) draft &/or edit administrative policies, procedures, informational booklets & directives; (15) provide production support 24 hrs/day, 7 days/week.
15	Performs other related duties as assigned: works with change management team to design, & review end-user training programs for the payroll module; identifies areas of significant change in process to the end user & makes recommendations for additional job aides to assist in facilitating user training; conducts training as needed. Position is overtime exempt.	Knowledge of 1*, 2, 3*, 4, 5, 6, 7*, (16) training & development. Skill in 8, 9, 10. Ability to 11, 12, 13, 14, 15. *developed after employment

JOB CODE TITLE
Business Transformation Analyst

JOB CODE
63331 Apppd 2-26-13 ALL

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Agnes Laska

2-26-13