

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS510120
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE OAKS	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005860	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Business Transformation Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 12 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 A.M. TO: 5:00 P.M.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Under direction of the Learning Management System (LMS) Manager: manages assigned tasks for Enterprise Learning Management (ELM) system; executes test scenarios for complex technical changes related to ELM; provides assistance to manager to validate state's requirements for improved business processes in ELM; assists LMS Manager with design & development of report & screen layouts; reviews user documentation & provides comments for clarification/revision; provides assistance to the LMS Manager to develop user roles & high-level system design to serve statewide & agency specific ELM needs; writes documentation & performs functional testing; communicates requests/requirements to team business & technical team members; provides customer support answering user questions & submits technical errors to Ohio Administrative Knowledge System (OAKS) technical team; inputs catalog items & facilities into ELM; monitors learning groups within ELM; assists LMS Manager to ensure use of SCORM(Shared Content Object Reference Model) & AICC (Aviation Industry Computer-Based Training Committee) compliant course materials & links electronic training materials to ELM; uses ELM to schedule classes & learners; runs reports as requested.	Knowledge of: (1) business process & organizational engineering; (2) government structure & process; (3) public relations; (4) instructional design principles; (5) adult learning principals (i.e., foundations of learning, transfer, motivation & evaluation); (6) training & development; (7) PSQuery*; (8) SQL Skill in: (9) operation of a personal computer & related hardware/software (e.g., MS Word, PeopleSoft, HTML, MS Outlook, , Captivate, Flash); (10) operation of videoconferencing & audiovisual equipment & other technology used for technology based & classroom-based training purposes; (11) development of user acceptance testing. Ability to: (12) define business processes; (13) translate end user needs to system developers; (14) research, design, develop, evaluate & edit technology based training & instructional materials; (15) communicate effectively with diverse range of individuals; (16) develop & deliver training information; (17) provide exemplary customer service; (18) work alone on most tasks; (19) work on team with individuals of varying skill & education level.

JOB CODE TITLE Business Transformation Analyst JOB CODE 63331	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/22/12
--	--	--	-----------------

