100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS302290

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources Division	HCM & Agency HR Support HCM Applications Teams	Franklin

POSITION NUMBER 20005860

JOB CODE TITLE Business Transformation Analyst

JOB CODE 63331 APD 3-18-10 BMO

☒ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Business Transformation Analyst	20005935 Senior Business Transformation Analyst

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 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. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	B Richardson	3/15/10

100-000U

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POSITION NUMBER 20005860

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Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Business Transformation Analyst	20005935 Senior Business Transformation Analyst

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 A.M. TO: 5:00 P.M.

JOB CODE TITLE Business Transformation Analyst

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Develops reporting tools to monitor performance on all phases of projects; identifies obstacles & troubleshoots issues; provides recommendations to resolve issues; develops & designs reports for end users.	Knowledge of: 1, 2*, 3*, 5. Skill in: 9, 10.. Ability to: 12, 13, 14, 15, 17.
10	Evaluates training needs for business transformation project implementation; participates in the development & delivery of training; attends meetings & conferences to support & promote projects.	Knowledge of: 1, 2*, 3, 4, 5, 6. Skill in: 9, 10. Ability to: 12, 13, 14, 15, 17.

*developed after employment

APD 3-18-10 BMO

JOB CODE 63331

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	B Gerhard Stein	3/15/10