

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301000

DIVISION OR INSTITUTION
Human Resource Division

UNIT OR OFFICE
Application & Reporting

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005860

JOB CODE TITLE
Business Transformation Analyst

JOB CODE
63331
Open 1.11.16 AZ

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: SEE TABLE OF ORGANIZATION

Permanent Classified Overtime: Eligible Exempt
 Temporary Unclassified
 Intermittent Essential 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	<p>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.</p>	<p>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.</p> <p>*developed after employment</p>

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE
Kevin M. Mulstead

DATE
1/11/16

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Reclassification

New Position

Update

Position Hyperlinked to
Agency Organizational Tree

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Business Transformation Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit 22
PR 12
Page 2 of 2

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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

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Business Transformation Analyst

Open 1.11.16 AE

JOB CODE
63331

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Kevin M. Webster

1/11/16