

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS500000

DIVISION OR INSTITUTION
OFFICE OF INFORMATION TECHNOLOGY

UNIT OR OFFICE
OAKS Project Office

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005878

Reclassification
 New Position
 Update
 Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Senior Business Transformation Analyst
 POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: SEE TABLE OF ORGANIZATION

Permanent Classified Overtime: Eligible Exempt Bargaining Unit PR 14
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: ADMIN 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
20	Manage and execute rollouts of the Kronos application to participating State agencies. Work with agencies to gather and define requirements. Builds, manages, and oversees project plans to aid in rollout initiatives. Aid in configuration of system, preparing design and configuration materials, coordination and execution of test phases, and management and participation of deployment activities. Performs as liaison between various stakeholders, managing stakeholder expectations, and ensuring successful communications between project team members.	<p>Knowledge of (1) project management; (2) organizational change management; (3) effective communication techniques; (4) PeopleSoft HCM and Kronos software; (5) systems analysis and design, (6) customer support & personal service; (7) state & agency policy, procedures & applicable laws*; (8) IT systems development lifecycle management concepts; (9) technical writing & documentation practices; (10) requirement analysis principles & methods; (11) business process modeling methods & techniques.</p> <p>Skill in (12) operation of personal computer and Microsoft office suite software; (13) identifying & specifying business requirements; (14) time management; (15) interviewing; (16) presenting; (17) facilitating; (18) coordinating; (19) troubleshooting; (20) critical thinking; (21) complex problem solving; (22) judgment & decision making.</p> <p>Ability to (23) communicate verbally & in writing on technical & non-technical matters; (24) define problems, collect data, establish facts, and draw valid conclusions; (25) proofread technical materials, recognize errors and make corrections; (26) build, manage, and execute on project plans; (27) use proper research methods to gather, collate & classify information about data, people, or things; (28) handle sensitive inquiries & resolve complaints; (29) troubleshoot and resolve system issues.</p> <p>*developed after employment</p>

JOB CODE TITLE
Senior Business Transformation Analyst

YCB
Apr 7/18/16

JOB CODE
63335

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Handwritten Signature]

6/30/16

POSITION DESCRIPTION

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Senior Business Transformation Analyst

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SEE TABLE OF ORGANIZATION

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

If FLSA Exempt, exemption type: ADMIN

Bargaining Unit 22
PR 14
Page 2 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
30	<p>Works with key OAKS members and Application & Reporting Team (ART) to aid in production support. Assists OAKS and ART with configuration and customizations needed (e.g., gathering requirements, design, working with Kronos Support, testing, deployment, production support and change management). Participate in Kronos defect / incident root cause analysis and resolution. Aids in Kronos Service Pack installations in collaboration with ART, OAKS, and Kronos support (e.g., creates test and deployment plans, change management planning and activities). Validates the State's requirements for improved business processes; analyzes and defines requirements and business rules to facilitate statewide process design.</p>	<p>Knowledge of: *1 – 11 Skill in: 12 – 14, 16 - 22 Ability to: 23 – 29</p>
50	<p>Acts as a liaison to the Human Resources Division (HRD) from OAKS, provides functional advice & guidance in planning / coordinating new efforts and maintaining the Kronos enterprise application. Builds, manages, and oversees project plans for new Kronos initiatives. Consults with and advises OAKS, ART, HRD regarding problems and process improvements involving all aspects of the Kronos application. Learns new emerging Kronos features and functions and trains appropriate resources at HRD and OAKS.</p>	<p>Knowledge of: *1 – 11 Skill in: 12 – 22 Ability to: 23 – 29</p> <p>*developed after employment</p>

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YCB APD 7/18/16

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 6/20/16