

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS302220

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
HCM Application, Reporting & Security

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005896

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Program Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005815 Business Transformation Program Manager

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible Exempt

Bargaining Unit

If FLSA Exempt, exemption type:

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NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 am

TO: 5:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Manages projects related to producing & incorporating new modules, upgrades, &/or bolt-on applications that interface with Human Resources aspects of the Ohio Administrative Knowledge System (OAKS) (i.e., OAKS running on PeopleSoft Application): works directly with agency executives & organizations responsible for service & product delivery; focuses on coordination of projects with other services & projects using project management methodologies (e.g., time, cost, scope); assists in writing project management policies; monitors policy compliance; interprets federal & state laws & regulations to ensure compliance; participates in establishing project management guidelines for monitoring & compliance; develops &/or directs development & implementation of planning documents (e.g., resources, specific assignments); creates & executes project work plans & revises as appropriate to meet changing needs & requirements; reviews deliverables, & ensures that project documents are complete, current & stored appropriately; sets & manages client expectations, continually seeks opportunities to increase customer satisfaction & deepen client relationship; facilitates team & client meetings effectively; communicates relevant project information to superiors.	Knowledge of (1) Enterprise Resource Planning environment (e.g., PeopleSoft); (2) project management life cycle methodologies; (3) time, cost, & scope management; (4) budgeting; (5) risk & issue management; (6) vendor management processes & practices; (7) state procurement processes*; (8) agency policies & procedures* Skill in: (9) operation of personal computer & associated hardware & software; (10) use of project planning software (e.g., MS Project); Ability to: (11) manage multiple demands or tasks on projects; (12) define problems, collect data, establish facts & draw valid conclusions; (13) communicate effectively with diverse groups orally & in writing; (14) review & evaluate project progress; (15) write concise & accurate reports; (16) manage medium to large (\$50,000 - 1 million+) projects.
30	Manages a team of functional analysts & leads responsible for the development & implementation of new policies & procedures related to human resources systems for the state of Ohio (e.g., Payroll, Time and Labor, HR reporting, position management, benefits, enterprise learning management, tuition reimbursement, disability).	Knowledge of: 1, 2, 3, 4, 5, 6, 7*, 8* Skill in: 9, 10 Ability to: 11, 12, 13, 14, 15, 16. *developed after employment

JOB TITLE
Project Manager 2

JOB CODE
63382

List Position Numbers & Job Titles of Positions Directly Supervised: BPA 2: 20005856, 20005938; Mgr Anal: 20005859; Exec Secy: 20005835; MAS 2: 20005851, 20073481, 20074136, 20073474; Sr Bus Trans Anal: 20005935

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

B. J. [Signature]

5/20/10

