100-000R

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS302220

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	HCM Application, Reporting & Security	Franklin

POSITION NUMBER 20005896

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

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

☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified	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 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

Appd 5/21/10 BMD

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: B Richard Soden

DATE: 5/21/10

100-000R

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DAS302220

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Human Resources	HCM Application, Reporting & Security	Franklin

POSITION NUMBER 20005896

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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

If FLSA Exempt, exemption type:

Bargaining Unit

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm

JOB TITLE: Project Manager 2

JOB CODE: 63382

Appl 5/21/10 BMP

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Coordinates with external agencies, the Office of Information Technology, HRD Administrators & Deputy Director's office to define project requirements, quality standards & time lines; determines & addresses issues that are affecting project; defines specific activities to be performed to produce project deliverables; ensures proper balance of cost, time, & quality & scope; provides regular reports (e.g., progress reports); determines & allocates resources & assists in budget planning.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8* Skill in 9, 10 Ability to 11, 12, 13, 14, 15.
10	Performs other related duties as required: attends HRD senior staff meetings, makes project presentations to organizations, executive management, public & private groups; maintains awareness of new & emerging technologies & the potential application on client engagements.	Knowledge of 2, 3, 4, 5, 6 Skill in 9, 10 Ability to 11, 12, 13, 14, 15.
		*developed after employment

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

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 5/21/10