

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS302310
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Applications & Security	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005935 JOB CODE TITLE Senior Business Transformation Analyst App'd 6/15/10 BMD	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION LMS Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005896 Project Manager 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> 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 DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	20	Acts as liaison to business owners & agency leadership to facilitate implementation of new initiatives for ELM requirements; develops & makes presentations to provide advantages & savings of process change; develops reporting tools to monitor performance on all phases of projects; identifies obstacles & troubleshoots issues; provides recommendations to resolve issues & eliminates obstacles to implement business process improvements.	Knowledge of: 1, 2, 3*, 5. Skill in: 9, 10. Ability to: 12, 13, 14, 15, 16, 17, 18, 19, 21, 22, 24.	
	10	Evaluates training needs for business transformation project implementation; participates in the development & delivery of training; attends meetings & conferences to support & promote projects; makes presentations on business improvement recommendations to gain user buy-in.	Knowledge of: 1, 2, 3*, 4, 5, 7, 8. Skill in: 9, 10. Ability to: 12, 13, 14, 15, 16, 17, 18, 19, 21, 22, 23, 24.	
	JOB CODE 63332	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/11/10