

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS302290
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE HCM & Agency HR Support HCM Applications Teams	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005935	<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 20005815 Business Transformation Program Manager	
	<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 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 A.M. TO: 5:00 P.M.			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	70	Under direction of the Business Transformation Manager in collaborations with the State Training Administrator oversees & leads all tasks for Enterprise Learning Management (ELM) system; assists managers in development & implementation of policies & procedures for ELM system; responsible for creating, managing & overseeing all project test plans; identifies potential business process improvements & provides input to team lead on configuration issues; executes test scenarios for complex technical changes related to ELM; validates state's requirements for improved business processes in ELM; assists with design & development of report & screen layouts; reviews user documentation & provides comments for clarification/revision; analyzes & defines requirements & business rules to facilitate statewide process design & integration of ELM needs; develops 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; serves as primary 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; reviews customization requests from agencies; collaborates with technical team to prioritize customizations; acts as team lead on completion of tasks when required; ensures 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; serves as liaison between the Department of Administrative Services (DAS), Human Resources Division (HRD) and OAKS program management to identify updates to OAKS functionality, researches, develops & implements new ELM releases & communicates updates to appropriate users; coordinates communication between project staff & business owners.	Knowledge of: (1) business process & organizational engineering; (2) program & project management; (3) government structure & process*; (4) performance analysis (5) public relations; (6) instructional design principles; (7) adult learning principals (i.e., foundations of learning, transfer, motivation & evaluation); (8) training & development. Skill in: (9) operation of a personal computer & related hardware/software (e.g., MS Word, PeopleSoft, HTML, Frontpage, Dreamweaver, Authorware, MS Outlook, Photoshop, Captivate, JavaScript, CSS, Fireworks, Flash); (10) operation of video-conferencing & audiovisual equipment & other technology used for technology based & classroom-based training purposes; (11) design & development of user acceptance testing. Ability to: (12) define business processes; (13) translate end user needs to system developers; (14) maintain project timelines; (15) research, design, develop, evaluate & edit technology based training & instructional materials; (16) gather feedback to meet performance needs & organization objectives; (17) deal with large number of variables & determine appropriate course of action; (18) handle sensitive inquiries & contact with public & government officials; (19) communicate effectively with diverse range of individuals; (20) project resources & develop timelines; (21) develop & deliver training information; (22) provide exemplary customer service; (23) work alone on most tasks; (24) work on team with individuals of varying skill & education level.	
JOB CODE TITLE Senior Business Transformation Analyst		*developed after employment		
JOB CODE 63332	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
		DATE 8/7/07		

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POSITION NUMBER 20005935  JOB CODE TITLE Senior Business Transformation Analyst  JOB CODE 63332  APD 8-24-09 VMO	<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 20005815 Business Transformation Program Manager	
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	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 A.M. TO: 5:00 P.M.			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
%	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.		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/17/09	