

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS302230

DIVISION OR INSTITUTION: Human Resources Division
UNIT OR OFFICE: HCM Agency & HR Support
HCM Reporting & Security
COUNTY OF EMPLOYMENT: Franklin

Reclassification New Position Update
Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Data Base Analyst
POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005815 Business Transformation Manager

Permanent Classified Overtime: Eligible Exempt
 Temporary Unclassified
 Intermittent Essential 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.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Assists higher level data base analyst in analyzing & designing reports within the Ohio Administrative Knowledge System (OAKS) (i.e., running on PeopleSoft application), Human Capital Management (HCM) module that supports HCM functions (e.g., human resources, benefits, time & labor, payroll); provides staff with technical assistance in reporting technologies (e.g., SQL, People Tools, COGNOS, SQR, PS Workflow) & resolves difficult problems; uses (ISQL Plus, COGNOS, PS Query) to generate reports/queries; runs reports for GAAP & SWCAP (health care, payroll summary. Compensated absences, retirement data); develops & runs reports for Human Resource Division (HRD) Policy (e.g., data requests from newspapers, W2 reports for JFS (quarterly wages earned, QCEW extract CES extract); research & responds to CRM tickets, phone requests, email requests (e.g., leave balances, EEO data, mail lists & all requests relating to HR data); assists in training end users on data warehouse reporting; assists agencies with report requirements; maintains reports in OAKS HCM Operational reporting Warehouse (e.g., FMLA, performance evaluations, part-time hours, open/filled positions); creates reports (e.g., Governor Trends monthly min Month, Check-Off charges, retirement charges); reviews data integrity reports; troubleshoots problems & assists with data warehouse software upgrades.	Knowledge of: (1) computer science & public administration; (2) computer systems analysis & design; (3) high-level computer databases & technologies (e.g., SQL, COGNOS, People Tools, SQR, PS Report Manager); (4) federal, state, & local laws & collective bargaining agreements relating to payroll & personnel functions*; (5) employee training & development; (6) PeopleSoft application & HCM module. Skill in: (7) operation of personal computer & associated hardware/software; (8) reporting web-based applications (e.g., PeopleSoft). Ability to: (9) interpret variety of technical; computer manuals & documentation; (10) write report programming specifications & system documentation; (11) communicate verbally on technical & non-technical matters; (12) develop analytical documents (e.g., defining health services, recommending policy/ design changes &/or explaining impact of policy alternatives); (13) work independently; (14) cooperate with co-workers on research/analytical projects; (15) support scheduling & ad hoc reporting for complex organization; (16) attend meetings as report expert; (17) prepare meaningful, concise & accurate reports; (18) prepare & deliver speeches before specialized audiences & general public; (19) deal with a variety of variables impacting the HCM reporting unit. *developed after employment

POSITION NUMBER: 20005938
JOB CODE TITLE: Data Base Analyst 2
JOB CODE: 64154
APD 8-84-09 mbe

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

8/7/09

POSITION DESCRIPTION

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Department of Administrative Services
DAS302230

DIVISION OR INSTITUTION
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UNIT OR OFFICE
HCM Agency & HR Support
HCM Reporting & Security

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005938

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Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Data Base Analyst

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

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible 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
30	Serves as liaison between OAKS staff, HCM staff & all HRD units; produces meaningful reports for all Department of Administrative Services (DAS), HRD units; collaborates with request of OAKS staff to assist in reporting needs; provides technical assistance & assists with training for all DAS/HRD staff in use of PeopleSoft reporting system.	Knowledge of: 1, 2, 3, 4*, 5, 6. Skill in: 7, 8. Ability to: 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19.
10	Performs other related duties (e. g., attends staff meetings, conferences, training seminars, travels to meeting sites, maintain logs, records & files). This position works as an essential employee.	Knowledge of: 1, 2, 3, 4, 5, 6. Skill in: 7, 8. Ability to: 9, 10, 11, 12, 13, 14.
		<u>Position Specific Minimum Qualifications</u> 12 mos. exp. using SQL and pulling data from a warehouse (e.g., PeopleSoft). 12 mos. Exp. Using PeopleSoft tools (e.g., PS query, Report Manger). 12 mos. Exp. With HCM modules (e.g., payroll, time and labor, benefits, position management). *developed after employment

JOB CODE TITLE
Data Base Analyst 2

JOB CODE
64154
APD 822409

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SIGNATURE OF AGENCY REPRESENTATIVE


DATE
8/7/09