

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
HRD/HCM Support Unit

POSITION NUMBER
20005938 (26308.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Data Base Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005947 Assistant Deputy Director

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m. & subject to overtime/call back 24X7

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	<p>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, stats, census bureau); develops & runs 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 mid Month, Check-Off charges, retirement charges); reviews data integrity reports; troubleshoots problems & assists with data warehouse software upgrades.</p>	<p>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.</p> <p>*developed after employment</p>

JOB CODE TITLE
Data Base Analyst 2

JOB CODE
64154

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Mitchell A Bailey

10.16.08

APD 10-28-08 MB

<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0 0 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p>	AGENCY Department of Administrative Services
	DIVISION OR INSTITUTION Human Resources
	UNIT OR OFFICE HRD/HCM Support Unit

POSITION NUMBER 20005938 (26308.0)	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change		County of Employment Franklin	
	USUAL WORKING TITLE OF POSITION Data Base Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005947 Assistant Deputy Director	
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m. & subject to overtime/call back 24X7			Page 2 of 2
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics	
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, maintains logs, records & files).	Knowledge of: 1, 2, 3, 4, 5, 6. Skill in: 7, 8. Ability to: 9, 10, 11, 12, 13, 14.		
<p style="text-align: center;">This position works as an essential employee.</p>				
<p style="text-align: right;"><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 Manager); 12 mos. exp with HCM modules (e.g., payroll, time and labor, benefits, position management)</p>				
<p style="text-align: right;">*developed after employment</p>				
JOB CODE 64154	List Position Numbers & Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
DATE 10.16.08				

ADD 10-28-08 HR