

POSITION DESCRIPTION

AGENCY/DEPT ID
Administrative Services
DAS301100

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Deputy Director

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005939

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Business Transformation Mgr

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

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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
50	Administers all phases of assigned business transformation projects & manages team members assigned to each project responsible to development & implement state policy & procedures; directly manages projects related to statewide human resources policy & operations, including projects related to workforce administration, workforce monitoring & implementation of new policies & procedures; works directly with agency executives on strategic planning of state mandated projects coordinates service & product delivery; focuses on coordination of projects with other services & projects using project management methodologies (e.g., time, cost, scope); writes, implements & monitors policy to ensure 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; effectively communicates relevant project information to superiors.	Knowledge of (1) project management life cycle methodologies; (2) time, cost, & scope management; (3) budgeting; (4) risk & issue management; (5) vendor management processes & practices; (6) state procurement processes*; (7) agency policies & procedures*. Skill in (8) operation of personal computer & associated hardware & software; (9) use of project planning software (e.g., MS Project); (10) process improvement methodologies; 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 large (\$1 million+) projects.
25	Monitors & manages variety of human resources-related projects; oversees projects managed by other state employees or consultants; promotes project management practices; applies methodology & enforces project standards(e.g., project management training, project mentoring, project management methodology & best practices) with focus on projects that may impact or interact with the human resources division; * manages human resources division resources (staff & funding) across multiple projects, maintains regular contact with relevant stakeholders to ensure open communication; manages & negotiates change (e.g., cost, assignments, objectives) within project; determines need for division of projects into subprojects & distribution of work.	Knowledge of: 1, 2, 3, 4, 5, 6*, 7* Skill in: 8, 9, 10. Ability to: 11, 12, 13, 14, 15. *developed after employment

JOB TITLE
Business Transformation Program Manager

JOB CODE
63383

App'd 1/5/12 BMD

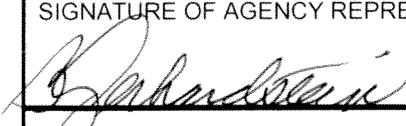
List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Brenda J. Garboden 1/5/12

POSITION DESCRIPTION		AGENCY/DEPT ID Administrative Services DAS301100
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Deputy Director	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005939 JOB TITLE Business Transformation Program Manager JOB CODE 63335 Appel 1/5/12 Bmo	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Business Transformation Mgr		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 type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	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	Assists HRD leadership in the identification & implementation of process improvement opportunities, including mentorship on Lean/Six Sigma process improvement techniques; oversees internal process improvement efforts & implementation of division-wide performance metrics.	Knowledge of: 1, 2, 3, 4, 5, 6*, 7*. Skill in: 8, 9, 10. Ability to: 11, 12, 13, 14, 15, 16.	
	5	Performs other related duties as required: attends senior staff meetings, makes project presentations to organizations, executive management, public & private groups; maintains awareness of new & emerging process improvement and project management techniques.	Knowledge of: 1, 2, 3, 4, 5, 6*, 7*. Skill in 8, 9, 10. Ability to: 11, 12, 13, 14, 15, 16, (17) make presentations to diverse audiences.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1/5/12