

# POSITION DESCRIPTION

AGENCY/DEPT ID  
ADMINISTRATIVE SERVICES  
100-200

DIVISION OR INSTITUTION  
Administrative Support

UNIT OR OFFICE  
Office of the Director

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005968

Reclassification     New Position     Update    Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Project Leader    POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005901 Project Manager 1

Permanent     Classified    Overtime:  Eligible     Exempt    Bargaining Unit 22  
 Temporary     Unclassified    If FLSA Exempt, exemption type:    Page 1 of 1  
 Intermittent

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: Unpredictable

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Serves as Project Leader for the Department of Administrative Services (DAS), under the direction of the Organizational Assessment Manager for DAS; responsible for assessing the organizational structure and responsibilities for the DAS Human Resources Division (HRD) program areas; assess program area functional readiness to provide the human resources services required to state agencies, boards and commissions; assess custodial requirements of the HRD provided to it by the Ohio Revised Code (ORC) & the Ohio Administrative Code (OAC); review custodial requirements and expectations, by program and policy area, assess associated program functions to evaluate the risks & vulnerabilities; assess service offerings to make recommendation on whether value is being added & continuance necessary; review assets, liabilities, & vulnerabilities for the HRD.	Knowledge of: (1) business process transformation; (2) life cycle methodologies; (3) organizational design & process reengineering; (4) human resources; (5) human relations; (6) organizational development & assessment. Skill in (7) operation of personal computer & associated hardware & software; (8) use of project planning software (e.g., MS Project); Ability to (9) manage multiple demands or tasks on projects; (10) define problems, collect data, establish facts & draw valid conclusions; (11) review & evaluate project progress; (12) write concise & accurate reports.
15	Assist in evaluating the processes which are impacted by Ohio Administrative Knowledge System (OAKS); make recommendations for improvement in the various program areas (e.g., business transformation, process improvement, work flow, documentation development, staff training, etc.).	Knowledge of 1, 2, 3, 4, 5, 6. Skill in 7, 8. Ability to 9, 10, 11, 12.
15	Assist in reviewing current staffing levels in HRD program areas (e.g., Payroll, Benefits, HCM Support, Classification & Compensation, Test Administration, etc.); evaluate the knowledge, skills & abilities of current staff; make recommendations for training initiatives; identify necessary organizational changes in order to produce a better work flow and quality of service provided to both internal & external customers; assist in developing report of findings of organizational assessment.  Unclassified service per Section 124.11(A) (9) of the Revised Code.	Knowledge of 1, 2, 3, 4, 5, 6. Skill in 7, 8. Ability to 9, 10, 11, 12.

JOB CODE: 63332 APD 6-30-09 VA Senior Business Transformation Analyst

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE  
*[Handwritten Signature]*

DATE  
6-30-09