100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Administrative Services
DAS301000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources Division	Application & Reporting	Franklin

POSITION NUMBER 20005973

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Business Transformation Module Lead

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent

☐ Classified ☒ Unclassified

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE: Business Transformation Module Lead

JOB CODE: 63333 Appd 9.1.15 ac

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Under direction of the Department of Administrative Services (DAS), Human Resources Division (HRD) Assistant Deputy Director, serves as Supervisor of the Senior Business Transformation Analysts for the Ohio Administrative Knowledge System (OAKS) Human Capital Management (HCM) System), Kronos Timekeeping , Document Management , Learning Management and Talent Management systems whose primary duties including upgrades & new configuration items (e.g., contract/parity changes, acts as a liaison to OAKS and OIT for Human Resources Division (HRD); provides functional advice & guidance in planning, coordinating, & maintaining the OAKS (PeopleSoft) Human Capital Management (HCM) system (e.g., Core Human Resources, Benefits, Payroll, Time & Labor , self-service) and Kronos Timekeeping , Document Management , Learning Management and Talent Management systems; manages & oversees project test plans; identifies potential business process improvements; assists HRD staff in using systems; works with Application & Reporting Team (ART) to provide production support & maintains contact with Human Capital Management Support group (HCM Support) to ensure OAKS is meeting expectations; assists ART and HCM Support with configuration & customizations needed (e.g., gathering requirements, design, working with Service Assurance and Managed Services, testing, deployment, production support & change management); leads cross-functional-application team efforts (e.g. contract changes, tax updates, bundles, creates plans/timelines, assistance with gathering requirements & design) in collaboration with Service Assurance & Managed Services (e.g., creates test & deployment plans, change management planning & activities); validates state's requirements for improved business processes; analyzes & defines requirements & business rules to facilitate statewide process design.	Knowledge of: (1) office business & management practices; (2) agency regulations, division work rules, government structure, process & regulations*; (3) workforce development interfacing planning; (4) electronic payroll processing; (5) federal, state & local payroll regulations (e.g., U.S. Savings Bonds, W-2 processing, taxes & health care processing)*; (6) state payroll policies & procedures*; (7) employee training & development; (8) system functionality and integration of PeopleSoft Human Capital Management HR, Benefits, Payroll, Time & Labor, and Reporting systems Skill in: (9) operation of personal computer & related software (e.g., Microsoft Word, Excel & Access); (10) ability to query HCM data using reporting tools (e.g. Query Manager, SQL); Ability to: (11) deal with a variety of variables impacting development of OAKS PeopleSoft Human Capital Management functions & determine specific action to be taken; (12) define problems, establish facts & draw valid conclusions; (13) use proper research methods to gather, collate & classify information about data, people or things; (14) handle sensitive inquiries & resolve complaints; (15) understand manuals & verbal instructions technical in nature; (16) prepare meaningful, concise & accurate reports. *developed after employment.

Position is unclassified per 124.11(A)(9) of Ohio Revised Code.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Reuben M. Mulstead

DATE: 9/1/2015

100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Administrative Services
DAS301000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources Division	Application & Reporting	Franklin

POSITION NUMBER 20005973

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Senior Business Transformation Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent

☐ Classified ☒ Unclassified

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE: Business Transformation Module Lead

JOB CODE: 63333 Appd. 9.1.15 AC

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
15	Consults with & advises ART & HRD regarding unit operations, problems & process improvements involving all aspects of the HR, Benefits, Payroll, and Time & Labor modules & Kronos Timekeeping , Document Management , Learning Management and Talent Management systems; learns new emerging OAKS features & functions (e.g. ePerformance) & trains ART & HCM on new processes; provides training to ART & HCM staff on software tools to help increase effectiveness & efficiency (e.g. Excel, Access, Query, and SQL	Knowledge of: 1, 2*, 3, 5*, 7, 8. Skill in: 9, 10. Ability to: 11, 12, 13, 14.
15	Evaluates OAKS HCM, Kronos Timekeeping , Document Management , Learning Management and Talent Management systems, hardware & software systems & recommends changes as indicated (e.g., assists in diagnosis & resolution of modifications or configuration changes for possible quick solution to OAKS HCM modules affecting data process not resolved through normal help desk escalation); performs related duties as required.	Knowledge of: 1, 2*, 3, 7. Skill in: 9, 10. Ability to: 11, 12, 13, 14.
		*developed after employment.
	Position is unclassified per 124.11(A)(9) of Ohio Revised Code.	

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Melissa M. Mulatriard

DATE: 9/1/2015