100-600U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS505140

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	Business Office	Franklin

POSITION NUMBER 20006028

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Budget Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20006027 Business Operations Manager 2

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

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 am TO: 5:00 pm

JOB CODE TITLE: Management Analyst Supervisor 2

JOB CODE: 63216

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Serves as Office of Information Technology (OIT) Budget Manager: plans & directs preparation of biennium, capital & corrective budgets, allocation of appropriation & budget monitoring activities for OIT; researches & analyzes expenditures to assist managers in preparing budgetary requirement projections; performs technical financial analysis of division operation from fiscal effectiveness perspective; manages budget preparations for program areas; develops & implements policies & procedures to monitor & control budgets & expenditures (e.g., budget tracking system, expenditures by program, overtime usage, temporary employee expenditures); monitors & balances budgets utilizing Ohio Administrative Knowledge System (OAKS) Financials system; identifies & analyzes potential budget problems & recommends solutions which may lead to reorganization & downsizing; participates in confidential discussions with senior staff; works with senior management staff to enact programmatic changes relating to budget & expenditures; provides instruction, assistance & direction to program budget liaisons; provides updated financial reports & budget information to program managers; prepares, documents & justifies fund transfer requests; supervises unit of lower-level Management Analysts (e.g., approves leave and timesheets, evaluates performance, sets goals and performance measurements, initiates discipline if needed).	Knowledge of (1) forecasting future operational activities & converting projections into monetary terms to plan & monitor expenditures within specified fiscal authority; (2) maintaining systematic records of financial transactions; (3) workforce planning involving analysis of present staffing requirements & determining projected staffing patterns to best utilize available human resources; (4) agency regulations & division work rules*; (5) state government organization & operation*; (6) supervision principles; Skill in (7) operation of personal computer to create, edit/revise, store & purge documents using office systems software (e.g., Excel, Word, Visio, OAKS*); Ability to (8) understand accounting principles; (9) define problems, collect data, establish facts & draw valid conclusions; (10) deal with many variables & determine specific action; (11) calculate fractions, decimals & percentages/use algebra; (12) prepare meaningful, concise, & accurate reports; (13) use proper methods in gathering data; (14) code items from one symbolic form to another; (15) check pairs of items that are similar or dissimilar; (16) cooperate with co-workers; (17) originate business letters. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:
20006041 Mgmt Anl Spvr 1
20006042 Mgmt Anl Spvr 1
20006597 Mgmt Anl Spvr 1
20073105 College Intern

SIGNATURE OF AGENCY REPRESENTATIVE: Jill D. Potter

DATE: 8-28-09

Appd 9-14-09 CB

100-600U

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Office of Information Technology	Business Office	Franklin

POSITION NUMBER
20006028

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Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Mgmt Anl Spvr 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006027 Business Operations Manager 2

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Manages Funded Table of Organization (FTO) for the division: performs budget review on all Personnel Actions for the division; oversees payroll corrections; prepares journal & adjusts entries for expenditure coding errors.	Knowledge of 2, 3 Skill in 7 Ability to 9, 10, 11, 12, 13, 14
15	Prepares written analyses, recommendations & reports (e.g., Director's budget report, monthly managers' report, revenue report).	Knowledge of 1, 4*, 5* Skill in 7 Ability to 9, 11, 16
5	Performs various administrative duties (e.g., chairs or attends meetings regarding SDD budget issues; disseminates information concerning biennium, capital & corrective budgets & FTO).	Knowledge of 2, 3 Skill in 7 Ability to 9, 10, 11, 12, 13, 14

*developed after employment

JOB CODE TITLE
Management Analyst Supervisor 2

JOB CODE
63216

Appd 9-14-09 CB

List Position Numbers & Job Titles of Positions Directly Supervised:
20006041 Mgmt Anl Spvr 1
20006042 Mgmt Anl Spvr 1
20006597 Mgmt Anl Spvr 1
20073105 College Intern

SIGNATURE OF AGENCY REPRESENTATIVE: Janet D. Potter

DATE: 8-28-09