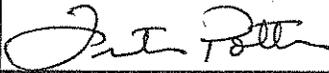


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS505140
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006030	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Rates & Reporting Officer		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006020 Business Operations Manager 3	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt  If FLSA Exempt, exemption type:	Bargaining Unit  Page 1 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
50	Plans, manages, directs & controls fiscal rate development & reporting for Office of Information Technology (OIT), a multi-funded division with annual appropriation in excess of \$130 million: manages systems, resources, & processes for OIT rate recovery; ensures timely & accurate completion of rate development & associated reporting; researches & analyzes various models & structures to ensure sufficient rate volume to meet projected need; coordinates & communicates with OIT program managers, Office of Finance, & Ohio Budget & Management office to determine cost/revenue impact; monitors related financial activities & verifies compliance with projected results; takes corrective action when necessary; recommends rate or accounting specific action items to improve effectiveness of OIT operations &/or reduce customer costs; coordinates rate setting results with agency budget development; manages Statewide Cost Allocation Plan (SWCAP) as it relates to OIT cost recovery & expenditure reporting; provides reports, analysis & documentation to produce report; supervises (approves leave, sets goals & evaluates performance, initiates discipline) lower-level fiscal staff.	Knowledge of (1) business administration; (2) Generally Accepted Accounting Principles (GAAP); (3) complex rate structure development; (4) applicable state & federal laws, rules, procedures & standards governing fiscal & budgetary operations; (5) Ohio Administrative Knowledge System*; (6) SWCAP requirements & processes; (7) complex billing systems based on fee for service; (8) supervision principles; (9) employee training & development; (10) fiscal policies & procedures; (11) requirements for state & Federal fiscal reporting; Skill in (12) operation of personal computer using advanced functions of MS Word, Access & Excel (e.g., if/then statements, pivot tables, queries & complex formulas); Ability to (13) analyze & research expenditures, (14) deal with large number of fiscal & budgetary variables & determine specific course of action; (15) use proper research methods to gather, collate & analyze data; (16) prepare complex reports that are meaningful concise & accurate; (17) define problems, collect data, establish facts & draw valid conclusions; (18) calculate fractions, decimals & percentages/use algebra; (19) code items from one symbolic form to another; (20) check pairs of items that are similar or dissimilar; (21) cooperate with co-workers; (22) originate business letters.  *developed after employment

JOB CODE 66536	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	20006595 Mgmt Anl Spvr 1 20006029 Fiscal Spec 2		2.1.10

App'd 2-3-10 CB

