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

| POSITION NUMBER 20006040 | <input checked="" 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 Sr. Business Transformation Anl | | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006020 Business Operations Manager 3 | | | | | | | | | | | | |
| | <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Intermittent | <input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential | Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: | Bargaining Unit 22 Page 1 of 1 | | | | | | | | | | | |
| | NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: Various hours as needed- Intermittent position | | | | | | | | | | | | | | |
| JOB DESCRIPTION AND WORKER CHARACTERISTICS | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills & Abilities</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">85</td> <td> Utilizes knowledge of business process transformation, organizational design, & process reengineering in order to analyze current processes & organizational structure of Office of Information Technology Business Office and recommend improvements: reviews, analyzes & documents process input & current & desired output; identifies gaps &/or underutilized resources; interviews customers, staff & other stakeholders to determine, document, & communicate customer needs & produce recommended operational & organizational models; prepares documentation that includes flow & organizational charts, realistic & quantifiable project plans & written narrative descriptions; participates in formal process improvement initiatives (e.g., Kaizen); coordinates & leads other process mapping & procedure development activities; documents recommendations for OIT business operations policies & procedures. </td> <td> Knowledge of (1) organizational design and process reengineering best practices; (2) interviewing techniques; (3) business office operational processes; Skill in (4) operation of personal computer & software programs (e.g., PeopleSoft; MS Office) Ability to (5) define problems, collect data, establish facts & draw valid conclusions; (6) communicate effectively in writing & orally; (7) present recommendations in clear concise manner. </td> </tr> <tr> <td style="vertical-align: top;">15</td> <td> Assists procurement staff in evaluating & processing routine requests from OIT managers for information technology hardware, software & related services: reviews state term schedules & contracts; solicits informal telephone bids; prepares files & records on actions; works with appropriate Department of Administrative Services (DAS) & OIT entities (e.g., Acquisitions Management & Chief Legal Counsel's Office) to determine proper purchasing authority & to ensure compliance with federal &/or state regulations; reviews & validates the terms & conditions of the contracts to purchase, lease &/or maintain software, hardware & services; processes credit card requests for OIT; reviews requests, places orders, receives & approves credit card invoices; receives & validates orders; maintains detailed logs of all credit card activity; performs other related duties as assigned. </td> <td> Knowledge of 1, 3, (8) electronic procurement processes Skill in 4 Ability to 5, 6, 7 </td> </tr> <tr> <td colspan="3"> Position is unclassified per 124.11(A)(29) of Ohio Revised Code & overtime exempt. </td> </tr> </tbody> </table> | | | | % | Job Duties in Order of Importance | Knowledge, Skills & Abilities | 85 | Utilizes knowledge of business process transformation, organizational design, & process reengineering in order to analyze current processes & organizational structure of Office of Information Technology Business Office and recommend improvements: reviews, analyzes & documents process input & current & desired output; 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| JOB CODE TITLE Senior Business Transformation Analyst | List Position Numbers & Job Titles of Positions Directly Supervised: | | SIGNATURE OF AGENCY REPRESENTATIVE  | | | | | | | | | | | | |
| JOB CODE 63332 | | | DATE 8.19.09 | | | | | | | | | | | | |

Add 8-24-09 CB