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

|  |  |  |  |                                       |
|--|--|--|--|---------------------------------------|
| POSITION NUMBER<br>20006042<br><br><br><br><br><br><br><br><br><br><br>JOB CODE<br>63215 | <input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update   |  | Position Hyperlinked to <input type="checkbox"/><br>Agency Organizational Tree   |                                       |
|  | USUAL WORKING TITLE OF POSITION<br>Budget Reporting Manager  |  | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR<br>20006028 Management Analyst Supervisor 2   |                                       |
|  | <input checked="" type="checkbox"/> Permanent<br><input type="checkbox"/> Temporary<br><input type="checkbox"/> Intermittent | <input checked="" type="checkbox"/> Classified<br><input type="checkbox"/> Unclassified<br><input type="checkbox"/> Essential  | Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt<br><br>If FLSA Exempt, exemption type:  | Bargaining Unit 22<br><br>Page 1 of 2 |
|  | NORMAL WORKING HOURS (Explain unusual or rotating shift):<br>FROM: 8:00 am                      TO: 5:00 pm                  |  |  |                                       |
|  | <b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>  |  |  |                                       |
|  | %  | Job Duties in Order of Importance  | Knowledge, Skills & Abilities  |                                       |
|  | 50   | Manages mandatory budget reporting for Office of Information Technology (OIT) (e.g. Minority Business Enterprise reporting; Encouraging Diversity, Growth & Equity reporting; Statewide Cost Allocation Program reporting, monthly program area budget reporting): oversees internal reporting on budget operations in order to ensure compliance with & facilitate preparation of mandatory external reports; contributes to 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; coordinates budget preparations among program areas; develops, implements & monitors policies & procedures to control budgets & expenditures; utilizes Ohio Administrative Knowledge System (OAKS) financial module to monitor & balance budgets; identifies & analyzes potential budget problems & recommends solutions; 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; prepares documents & justifies fund transfer requests; utilizes advanced skill in computer database systems, sophisticated spreadsheet design & accounting theory to maintain the OIT Fundable Table of Organization (FTO) for payroll cost & coding allocations; serves as liaison to OIT program units & higher-level fiscal offices (e.g., DAS Office of Finance, Office of Budget & Management) on routine matters; provides review & approval of transactions prior to upload into OAKS financial system. | Knowledge of (1) business administration; (2) Generally Accepted Accounting Principles (GAAP); (3) complex budget development & oversight; (4) applicable state & federal laws, rules, procedures & standards governing fiscal & budgetary operations*; (5) Ohio Administrative Knowledge System*; Skill in (6) operation of personal computer using advanced functions of MS Word, Access & Excel (e.g., if/then statements, pivot tables, queries & complex formulas); Ability to (7) analyze & research expenditures, (8) deal with large number of fiscal & budgetary variables & determine specific course of action; (9) use proper research methods to gather, collate & analyze data; (10) prepare complex reports that are meaningful concise & accurate; (11) define problems, collect data, establish facts & draw valid conclusions; (12) calculate fractions, decimals & percentages/use algebra; (13) code items from one symbolic form to another; (14) check pairs of items that are similar or dissimilar; (15) cooperate with co-workers; (16) originate business letters. |                                       |
|  |  |  | *developed after employment  |                                       |
|  | List Position Numbers & Job Titles of Positions Directly Supervised:   |  | SIGNATURE OF AGENCY REPRESENTATIVE<br>   | DATE<br>8.22.09                       |

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| <b>POSITION DESCRIPTION</b>                                 |                                   | AGENCY/DEPT ID<br>DAS505140      |
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|   |   |   |   |                                       |
|---|---|---|---|---------------------------------------|
| POSITION NUMBER<br>20006042<br><br>JOB CODE TITLE<br>Management Analyst Supervisor I<br><br>JOB CODE<br>63215 | <input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update  |   | Position Hyperlinked to <input type="checkbox"/><br>Agency Organizational Tree  |                                       |
|   | USUAL WORKING TITLE OF POSITION<br>Budget Reporting Manager   |   | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR<br>20006028 Management Analyst Supervisor 2                                |                                       |
|   | <input checked="" type="checkbox"/> Permanent<br><input type="checkbox"/> Temporary<br><input type="checkbox"/> Intermittent  | <input checked="" type="checkbox"/> Classified<br><input type="checkbox"/> Unclassified<br><input type="checkbox"/> Essential   | Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt<br>If FLSA Exempt, exemption type: | Bargaining Unit 22<br><br>Page 2 of 2 |
|   | NORMAL WORKING HOURS (Explain unusual or rotating shift):<br>FROM: 8:00 am                      TO: 5:00 pm   |   |   |                                       |
| <b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>   |   |   |   |                                       |
| %   | Job Duties in Order of Importance   | Knowledge, Skills & Abilities   |   |                                       |
| 40  | Assists in analysis, policy development & management of cost accounting & revenue functions for OIT Business Office using Generally Accepted Accounting Principles (GAAP); analyzes costs & revenue for all units within assigned programs; determines fixed & variable costs in all cost centers; utilizes extensive knowledge & understanding of computer database systems, sophisticated spreadsheet design & accounting theory to develop & maintain expenditure & revenue projections; performs analytical review of revenues & expenditures; provides reports analyzing variances between budget & actual & between prior & current years; develops, implements & oversees policies & procedures relating to budget management. | Knowledge of 1, 2, 3, 4*, 5*<br>Skill in 6<br>Ability to 7, 8, 9, 10, 11, 12, 13, 14, 15, 16.   |   |                                       |
| 10  | Performs other related duties as requested: researches fiscal issues; participates in confidential discussions with management concerning fiscal issues (e.g.; late payments, program reorganizations, reductions in force, affect on public or other agencies); prepares specific analyses & reports relating to inquiries from Office of Budget & Management, agency senior managers & general public or press.   | Knowledge of 1, 2, 3, 4*, 5*<br>Skill in 6<br>Ability to 7, 8, 9, 10, 11, 12, 13, 14, 15, 16.   |   |                                       |
| Position is overtime exempt.  |   | <b>Position Specific Minimum Qualifications:</b><br>24 mos. exp. developing complex operational budgets;<br>24 mos. exp using advanced Excel functions (e.g., if/then statements, pivot tables, queries & complex formulas).<br><br>*developed after employment |   |                                       |
| List Position Numbers & Job Titles of Positions Directly Supervised:  |   | SIGNATURE OF AGENCY REPRESENTATIVE<br>  | DATE<br>8.27.09   |                                       |

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