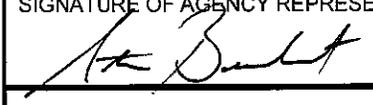


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office/Budget Section	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006042	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<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 checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 PR - 33 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): 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	<p>Plans &amp; implements mandatory budget reporting for Office of Information Technology (OIT) (e.g. Minority Business Enterprise reporting; Encouraging Diversity, Growth &amp; Equity reporting; Statewide Cost Allocation Program reporting, monthly program area budget reporting): oversees internal reporting on budget operations in order to ensure compliance with &amp; facilitate preparation of mandatory external reports; contributes to preparation of biennium, capital &amp; corrective budgets, allocation of appropriation &amp; budget monitoring activities for OIT; researches &amp; analyzes expenditures to assist managers in preparing budgetary requirement projections; coordinates budget preparations among program areas; develops, implements &amp; monitors policies &amp; procedures to control budgets &amp; expenditures; utilizes Ohio Administrative Knowledge System (OAKS) financial module to monitor &amp; balance budgets; identifies &amp; analyzes potential budget problems &amp; recommends solutions; participates in confidential discussions with senior staff; works with senior management staff to enact programmatic changes relating to budget &amp; expenditures; provides instruction, assistance &amp; direction to program budget liaisons; prepares documents &amp; justifies fund transfer requests; utilizes advanced skills in computer database systems, sophisticated spreadsheet design &amp; accounting theory to maintain the OIT Fundable Table of Organization (FTO) for payroll cost &amp; coding allocations; serves as liaison to OIT program units &amp; higher-level fiscal offices (e.g., DAS Office of Finance, Office of Budget &amp; Management) on routine matters; provides review &amp; approval of transactions prior to upload into OAKS financial system.</p>	<p><b>Knowledge of</b> (1) business administration; (2) Generally Accepted Accounting Principles (GAAP); (3) complex budget development &amp; oversight; (4) applicable state &amp; federal laws, rules, procedures &amp; standards governing fiscal &amp; budgetary operations*; (5) Ohio Administrative Knowledge System*;</p> <p><b>Skill in</b> (6) operation of personal computer using advanced functions of MS Word, Access &amp; Excel (e.g., if/then statements, pivot tables, queries &amp; complex formulas);</p> <p><b>Ability to</b> (7) analyze &amp; research expenditures, (8) deal with large number of fiscal &amp; budgetary variables &amp; determine specific course of action; (9) use proper research methods to gather, collate &amp; analyze data; (10) prepare complex reports that are meaningful concise &amp; accurate; (11) define problems, collect data, establish facts &amp; draw valid conclusions; (12) calculate fractions, decimals &amp; 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.</p> <p style="text-align: right;">*developed after employment</p>		
JOB CODE 63262	JOB CODE TITLE Senior Budget Analyst	APVD-LMS-8-16-15	List Position Numbers & Job Titles of Positions Directly Supervised:	
		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/12/15	

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office/Budget Section	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006042	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>
	Agency Organizational Tree		
	USUAL WORKING TITLE OF POSITION		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION
<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 checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 PR - 33 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
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.	<b>Knowledge of 1-3, 4*, 5*;</b> <b>Skill in 6;</b> <b>Ability to 7-16.</b>
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.	<b>Knowledge of 1-3, 4*, 5*;</b> <b>Skill in 6;</b> <b>Ability to 7-16.</b>

\*developed after employment

JOB CODE 63262    APVD LMS 8-16-15    JOB CODE TITLE Senior Budget Analyst

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/12/15
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